

**New Safelite Auto Glass Option for WSU Vehicle Glass Repair  
As of December 1, 2010**

While the Pullman campus has had the convenience of one-stop glass repair available from the Motor Pool, non-Pullman locations were required to obtain three estimates for a low-bid review by our office prior to repair. The State of Washington has a contract with Safelite Auto Glass and WSU has set up an account with them. In addition to a substantial discount to repairs, it provides for on-site or vendor shop repairs. Some locations have only mobile service repairs. The contract does exclude locations more than 25 miles from the nearest Safelite shop. The State's contract number is 09506 and the WSU account numbers are 281472 for eastern WA and 045835 for western WA. Safelite has established direct emailing invoicing procedures with our office. You may review the State's contract at:

<https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=09506>

If you are in a location serviced by Safelite, you may now use their services without getting additional estimates. Just call 888-800-2727 to get a quote. Please don't use their website instant quote option since this quote will not include discounts provided under the State's contract. Email or fax the completed SF 137, *Vehicle Accident Report*, and State estimate to our office and we'll return a purchase order by email or fax so you can schedule repairs. Reminder, SF 137 must be **signed** by the driver and supervisor or fleet manager. There is no longer a requirement to send us the original SF 137 or estimate if documents were emailed or faxed.

WSU Contact:

Rick Fadness  
Office of Risk Management & Insurance  
Email: [fadness@wsu.edu](mailto:fadness@wsu.edu)  
Phone: 509-335-6893  
Fax: 509-335-3930