I. Policy

The purpose of this policy is to establish a system and guidelines for the leasing and renting of non-USC vehicles.

No individual, office, or agency of the University may lease a non-USC-owned vehicle for the use of such individual, office or agency.

Exceptions:

- Entities such as the Department of Athletics and the Alumni/Development Division which, through their own activities, generate and maintain funds that are not State appropriated.

- When appropriate, individuals who travel out of state by air or other means.

- Student groups when other means are not feasible.

II. Procedure

A. University individual, office or agency may arrange for long-term leasing of USC-owned vehicles through Vehicle Management and Parking Services.

B. Entities with other than State-appropriated funds must have leasing agreements approved in advance by the Vice President and Chief Financial Officer for Business and Finance. These vehicles must be for use by University employees.
C. Individuals traveling out of state may arrange for short-term rental of vehicles by getting approval from their department heads and sending Purchase Orders to the Purchasing Department.

D. Student groups qualifying for short-term rentals must get the approval of the responsible professors and department heads before renting.

III. Reason for Revision

Non-substantive change to move administrative divisions from Law Enforcement and Safety (LESA) to Vehicle Management and Parking Services (VMPS).