I. Policy

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

No individual, office, or agency of the University may lease a non-state 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. All units must provide written justification detailing specifications with unit head approval for all vehicle requests with required vehicle specifications to Vehicle Management. Vehicle Management will process and provide information and timetable to meet request.

B. University individual, office or agency may arrange for long-term leasing of State owned vehicles through Vehicle Management and Parking Services. All units must
provide written justification detailing specifications with unit head approval for all vehicle requests with required vehicle specifications to Vehicle Management. Vehicle Management will process and provide information and timetable to meet request. Depending upon availability, requests for vehicles may also be fulfilled by virtue of State Fleet Management to support long-term travel requirements 30 days or more. Leased vehicles can be leased for up to 60 months.

C. 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.

D. Individuals traveling out of state may arrange for short-term rental of vehicles by getting approval from their unit heads. Short term rental needs are considered 30 days or less.

E. Units are required to coordinate directly with vehicle rental vendors listed on State Fiscal Accountability Authority Procurement Services State Contracts (rates and vendors posted) by establishment of a billing account(s) via units and means of payment via Purchasing Department. Units can contact VMPS at 777-4209 for more information. All accounts will need to be in place prior to making any reservations.

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

G. All drivers and/or units are responsible for vehicle toll charges, parking tickets, fees or fines associated with the use of a state, leased, or rental vehicle and must be paid accordingly.

III. Reason for Revision

Revised to reflect current practices.