

**MURRAY STATE UNIVERSITY FOUNDATION, INC.  
POLICY**

**SUBJECT:** Purchased, Leased or Donated Vehicles

**DATE:** January 1, 1991

1. GENERAL

In certain circumstances, vehicles may be purchased or leased by the Murray State University Foundation, Inc. (Foundation) or donated to Murray State University. Individual faculty or staff members may not accept donations of the use of vehicles, or contract for the lease of vehicles in the name of the University or the Foundation. The President of the University or Foundation are the only officials authorized to accept these donations or sign these contracts on behalf of the Foundation.

2. RESPONSIBILITY FOR ASSIGNMENT OF VEHICLES

- A. President of Foundation assigns vehicles to Vice Presidential area or Department.
- B. Vice President, Department Head, or Director assigns vehicles within area or Department.
- C. Athletic Department
  - 1. Athletic Director assigns vehicles to sports
  - 2. Head Coach assigns vehicles to individual coaches

3. FRINGE BENEFIT VALUATION AN0s/1U3i,

C. Lease Valuation Rule

one week after vehicle is acquired or within one week after vehicle is reassigned to a department, or turned in.

B. Leased or Donated Vehicle Assignment (**Exhibit 2**) - This form must be completed and filed with the University Payroll office for each employee to whom a vehicle was assigned during the previous month; it must be filed with Payroll no later than two weeks prior to the next scheduled pay date (generally the 15th, except when the scheduled University pay date is prior to month-end).

For example, use for March should be reported to Payroll no later than April 15. Because, under IRS regulations, use for December can properly be reported in the next tax year, this will not necessitate any year-end adjustment in the reporting cycle.

When an employee is terminated, this form (reflecting final use) must be filed with Payroll no later than two weeks prior to the employee's last scheduled pay date.

**MURRAY STATE UNIVERSITY FOUNDATION, INC.  
LEASED OR DONATED VEHICLE ASSIGNMENT**

Assigned to: \_\_\_\_\_ Department  
Original use \_\_\_\_\_, reassignment \_\_\_\_\_, or returned \_\_\_\_\_.

Lessor/Donor: \_\_\_\_\_  
(delete one) (If leased, attach a copy of lease, if donated, attach a signed copy of acceptance.)

If donated, consideration given by Foundation:

Amount: \$ \_\_\_\_\_ Description: \_\_\_\_\_

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**MURRAY STATE UNIVERSITY FOUNDATION, INC.**

**\_\_\_\_\_ DEPARTMENT  
LEASED OR DONATED VEHICLE USE REPORT**

Period of Report: \_\_\_\_\_

Employee Name: \_\_\_\_\_

1. Make, model & description: \_\_\_\_\_

Dates assigned: FROM \_\_\_\_\_ TO \_\_\_\_\_

Ending Mileage: \_\_\_\_\_ Beginning Mileage:  
\_\_\_\_\_

Total Miles: \_\_\_\_\_

2. Make, model & description: \_\_\_\_\_

Dates assigned: FROM \_\_\_\_\_ TO \_\_\_\_\_

Ending Mileage: \_\_\_\_\_ Beginning Mileage:  
\_\_\_\_\_

Total Miles: \_\_\_\_\_

3. Make, model & description: \_\_\_\_\_

Dates assigned: FROM \_\_\_\_\_ TO \_\_\_\_\_

Ending Mileage: \_\_\_\_\_ Beginning Mileage:  
\_\_\_\_\_

Total Miles: \_\_\_\_\_

Total Miles (1,2,3) for report period: \_\_\_\_\_

USE ONLY FOR CENTS-PER-MILE RULE:  
Less mileage for report period per travel voucher: (\_\_\_\_\_)

Personal miles for report period: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Department Head)