

Facilities Management Operating Policies and Procedures Manual

Effective Date: 5-1-2009

Policy Number: 04-24-002

Section: Facilities and Services

Subject: Driving Services Provided for ASU Vehicles

Purpose:

To provide faculty and staff with a clear understanding of the payment process regarding all driving services for university owned vehicles.

Objective:

Provide consistent and timely payments for driving services related to university vehicles.

Policy:

1. Any driving services utilized by any department within Arkansas State University must first contact the Motor Pool department to ensure they are set up as a vendor through Accounts Payable with a properly secured W-9 for 1099 tax purposes.
2. Contracted vendors providing driving services will route the associated invoice for such services through the Facilities Management department for payment.
3. All full-time university employees providing driving services will contact Facilities Management for the method of compensation. No part-time employees will be allowed to provide compensated driving services.
4. The cost for contracted vendor driving services as well all rental related costs will be billed to the appropriate department via the university vehicle requisition.