

## **Washing Campus Owned State Vehicles**

One of the items brought to our at a AOA Meeting was the need to find a way to wash campus owned State vehicles. Ed Bulinski, Bob Vega and I have put our heads together to come up with several acceptable solutions to help you meet this need. They are listed below in order of preference.

First, if you have an ongoing need to keep several campus owned State vehicles washed, like the University Police Department for example, we suggest you submit a requisition to establish a contract with a local provider for this service.

Second, Petty Cash may be used to pay for having a campus owned State vehicle washed. Please include a statement that confirms a State vehicle was washed and not a personal vehicle.

Third, it is now acceptable to use the Direct Pay (DP) process to reimburse individuals who have washed campus vehicles, which are State owned. Like all DP's, an "itemized" receipt must be attached to the DP form. You must also attach a written justification why the vehicle needed to be washed and a statement that confirms a State vehicle was washed and not a personal vehicle.

Fourth, if you are traveling on State business, using a State owned vehicle, it may be washed and the cost added to your travel voucher with an "itemized" receipt attached to the travel form. Please also include a statement that confirms a State vehicle was washed and not a personal vehicle.

PLEASE NOTE: You may NOT use the Procurement Card to wash vehicles because the ProCard may not be used for services of any kind. Also, by State regulations, you may NOT use the State Fuel Card to wash vehicles.

If we can provide additional information or if you have any questions, please let us know.

Dutch Green, Director of Procurement & Support Services  
Bob Vega, Director of Accounting Services