



**ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL**

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**REVISION
1**

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**SUBJECT
VEHICLE MAINTENANCE**

SUB-TOPIC

PURPOSE AND SCOPE

University-owned vehicles are the property of the State and, as such, are subject to the same inventory regulations as state furniture, furnishings and equipment (see "Inventories").

Departments who have University-owned vehicles on their property account records are responsible for the upkeep and maintenance of the vehicles and may be financially liable if proper care is not taken.