

Example of Assignment of Vehicle to an Individual

June 30, 2008

Memorandum

To: Employee X
Department Y

From: Chancellor Pernsteiner

Subject: Assignment of Motor Pool Vehicle

Due to the nature of your position, we have determined that it is in the best business interest of the Chancellor's Office and the Oregon University System to permanently assign a Motor pool vehicle to you for your business use. This memo serves to document my approval of this assignment.

With the vehicle assignment comes the following responsibilities:

- Use the vehicle for business purposes only
- Obtain and comply with the applicable Motor Pool rules
- Maintain a usage log
- Provide documentation on any vehicle use commuting to and from home (which is a taxable fringe benefit). If no documentation is provided, the full cost of the vehicle will be treated as a taxable fringe benefit.
- Comply with applicable Motor Pool provisions of the Chancellor's Office Business Policies and Procedures (attached)

Please indicate your understanding and acknowledgement of these responsibilities by signing below. We will place a copy of this memorandum in your personnel file and send a copy to the Director of Budget and Business Services for payroll tax reporting purposes. Thank you.

I acknowledge the responsibilities noted above:

Employee X

Date

Attachment

c: Personnel File
Director of Budget & Business Services