LC Signatures must be complete before taking this agreement to the dealer.



COURTESY VEHICLE AGREEMENT FOR BUSINESS USE ONLY

USE OF THIS VEHICLE FOR PERSONAL USE IS PROHIBITED

		e of dealership) enters into this Courtesy Vehicle Ag	
with L	ewis-Clark State College (LC	C State, Recipient), for the purpose of supporting the	LC State athletic program,
specifi	ically for Coach	(Name of Coach), forowing terms and conditions.	(Athletic program).
	GATIONS OF EMPLOYE		
1.		ment at the LC State Public Safety Office.	
2.	courtesy vehicles.	C State Public Safety Office. Use of state funds is a	•
3.	Properly maintain vehicle with lube, oil filter service as required by the dealer at dealer's service department.		
4.	Pay insurance deductible, \$1,000, in case of damage to vehicle.		
5.	Pay for any traffic or parking violations.		
6.			
7. 8.			
9.			
	O. Other restrictions imposed by dealer:		
	GATIONS OF DIRECTOR		
1.		erify the Courtesy Vehicle Agreement are properly o	ompleted prior to I C State staff
1.		The athletics director will document such verification	
2.	The athletics director will ve	rify all courtesy vehicle user mileage logs are forwa	rded to Payroll on a quarterly
	basis (January, April, July, a	nd October) via email and document the submission	in a quarterly checklist.
COUL	RTESY VEHICLE IDENTI	<u>FICATION</u>	
Make:		Registered in the name of:	
Model	:	Payments (if any):	
Year:		Approximate Value:	
VIN#:		Current Odometer:	
DEALE	CR SIGNATURE		
Dealer S	Signature:		
Print Na	me/Title:		
	ATE SIGNATURES: ing below, you are confirmin	g you have read and agreed to this agreement and	Policy 4.106.
Recipie	nt Signature:		
Print Na	me/Title:		
Athletic	Director Signature:		
Purchas	ing Director:		

Send a copy of completed form to risk@lcsc.edu.