

Authorization/Payment for Repairs to University and Rental Vehicles

Purpose: To outline the process for the approval, payment and reimbursement of costs incurred for repairing University and rental vehicles involved in accidents.

Procedure to be followed when **University vehicles** are involved in accidents:

1. Department contacts appropriate police department at time of accident. A police report **must be filed** at the time of the accident even if the damage is minor.
2. Department notifies the Office of Public Safety with the accident information(name of reporting police agency, date and time of accident, injuries, etc.). Department **must obtain a DA-2041** (Driver Safety Program Accident Report) from the Office of Public Safety and complete the first page **within 24 hours of the accident**. If the LSU vehicle is disabled and requires towing, inform the Office of Public Safety of the location to which the vehicle was towed.
3. Department obtains repair estimates from two companies if damages are under \$500 and three estimates if damages are over \$500 and submits the estimates to the Office of Public Safety. The Office of Public Safety must authorize the repairs.

Procedure to be followed when **rental vehicles** are involved in accidents:

1. Department renting vehicle contacts the appropriate police department if involved in an accident and notifies Office of Public Safety.
2. Department obtains a copy of the accident report from the appropriate police department and returns the vehicle to the rental agency.
3. Rental agency handles repairs to rented vehicles involved in accidents and coordinates the billing for damages with the Office of Public Safety; if the department is contacted directly by the rental agency or the repair company, the call must be referred to the Office of Public Safety; Office of Public Safety must authorize the repair and send the invoice to the department for approval.
4. Upon receipt of repairs invoice, department attaches a copy of the police report, prepares a requisition if over \$500 and routes the approved invoice, the police report and the requisition to Purchasing; if the invoice total is less than \$500, the invoice and police report is routed directly to Accounts Payable for payment.
5. Department sends a copy of the stamped and approved invoice and proof of payment (screen print from the APS referencing check number and date) to the Office of Public Safety.
6. Office of Public Safety files an insurance claim with the State Office of Risk Management for reimbursement of the expense less the deductible (currently \$300).
7. State Office of Risk Management reimburses the claim submitted, less the deductible; check is mailed to Office of Public Safety
8. Office of Public Safety prepares deposit transmittal, crediting the account number to which the repairs invoice was charged and sends a copy to the affected department; Office of Public Safety delivers DT to Office of Bursar Operations.