

**MURRAY STATE UNIVERSITY FOUNDATION, INC.
POLICY**

SUBJECT: Purchase of Foundation Assets

DATE: January 1, 1991

PURPOSE

The Murray State University Foundation, Inc. (Foundation) purchases fixed assets for use by the Foundation and in some cases, for use by Murray State University (University). The following policy will insure proper accountability and coverage of ownership costs:

POLICY

1. All fixed assets purchased by the Foundation for use by the Foundation will be properly identified and accounted for. The cost of ownership of the asset such as maintenance, taxes, and insurance will be paid by the Foundation.
2. In certain cases after approval by the Board of Trustees, the Foundation General Fund may purchase capital assets to be used by the University. After an agreement has been reached between the University and Foundation as to how the Foundation will be reimbursed for the cost of the asset (lease agreement, promissory note, etc), ownership of the asset will be transferred to the University, unless the agreement specifies that the Foundation will retain title to the asset. After transfer, the University is responsible for accountability and costs of ownership of the transferred asset.
3. Fixed assets purchased from departmental funds within the Foundation for use by the University will be transferred to the University at the date of purchase. The University is responsible for the accountability and costs of ownership of these assets.