



ADMINISTRATIVE UPDATE

FROM: Connie S. Webb
Vice President for Administration

DATE: 7/19/06
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TO: The College Community

SUBJECT: Purchase of Collision Damage Waiver Insurance for Rental Vehicles

Until further notice, when renting a vehicle for College business using either State or Research Foundation funds, you **must** purchase the optional CDW (collision damage waiver) insurance. Without this insurance there is currently no insurance coverage for collision damage to the rental vehicle regardless of the rental company used. This is a reimbursable expense.

Please note that failure to purchase CDW insurance may result in personal liability for collision damage costs for the individual who rents the vehicle. Please address any questions to Michele McNeill at x6640 or mmcneill@esf.edu.