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Date: September 1, 1977  
Approved: C. Tisinger  
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Approved: David C. Danahar

**SOUTHWEST MINNESOTA STATE UNIVERSITY**

**PROCEDURE**

**MOTOR POOL VEHICLE RATE DETERMINATION**

1. In May of each year the operational costs of the motor pool operation shall be analyzed for replacement of vehicles, contracting with the State Department of Administration, Travel Management Division, and normal operations.
2. Based on the facts determined through the analysis in number 1, the per-mile rate and daily rate for the fiscal year beginning July 1, shall be set.