



Policy

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Title	UAV/Drone Policy
Policy No.	MURC-015
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1. PURPOSE

This guidance establishes requirements for the purchase, reporting, and operation of unmanned aerial vehicles (UAVs) using MURC funds, to ensure proper tracking, insurance compliance, safe operation, and risk management.

2. SCOPE

This applies to all UAVs purchased with MURC funds (including sponsored projects).

3.1 PURCHASE REQUIREMENTS

All UAV purchases must be coded using Account 70585 (<\$10,000) or 70785 (\$10,000+). New drones must be reported to MURC at time of purchase.

3.2 REQUIRED REPORTING

Complete and submit the [UAV Information Form](#) before use. Unreported UAVs may not be covered by insurance.

3.3 OPERATIONAL REQUIREMENTS

All UAV operations must comply with applicable federal, state, and local laws and regulations, including Federal Aviation Administration (FAA) requirements.

The UAV operator is responsible for ensuring all required certifications, approvals, and operational compliance are satisfied prior to flight.

3.4 CHANGES AND ONGOING REQUIREMENTS

Departments must report changes in use, equipment additions, or disposition of UAVs.

4. ROLES AND RESPONSIBILITIES

Departments/Pis must submit accurate information. Finance & Compliance maintains records and insurance reporting.

5. INSURANCE REQUIREMENTS

MURC maintains liability coverage. Additional coverage requires declared values.

6. COMPLIANCE

Failure to comply may result in lack of coverage or reimbursement denial.

7. CONTACT

MURC Finance & Compliance