12/17/2014

TOPIC: Approving a Motor Pool Request

1. Log into GullNet and navigate to link called "Motor Pool Approval".

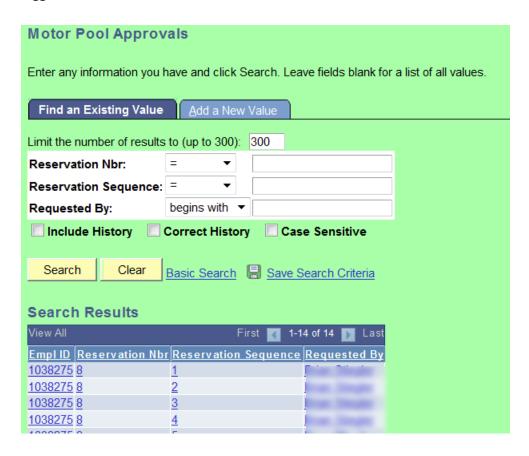
a. SU CUSTOM > MOTOR POOL > Motor Pool Approval





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2. Click on SEARCH button to obtain list of all requests needing approval of person logged on.

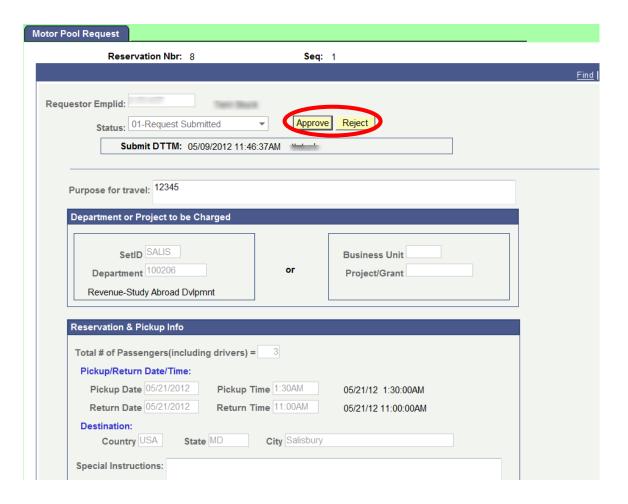


a. Click anywhere in the list to select a specific request.



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3. Click on APPROVE or REJECT button



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a. If APPROVE button has been clicked, the following email will be sent to the requestor.

MOTOR POOL Request # 1, Seq # 3 has been **approved** by and forwarded to Motor Pool for processing. You will receive an email from Motor Pool once request has been processed. Please allow 2 - 4 business days for processing.

Note: Varsity athletic teams and academic groups will have first priority over SU Motor Pool passenger fleet vans. For all other groups and organizations, fleet van requests will not be assigned until two weeks prior to date of requested pick up.

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b. If REJECT button has been clicked,

i. Must enter a reject reason and click on DONE

Reject Reason	
Please enter an explanation for rejection of this request Note: This information will be included in the automated email response that will be sent to the requestor.	
Done	

ii. The following email will be sent to requestor

MOTOR POOL Request # 1, Seq # 10 has been rejected by <rejector's name="">.</rejector's>
Rejection Reason:
No more money in the budget

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