

1. Log into GullNet and navigate to link called "Motor Pool Approval".
 - a. SU CUSTOM > MOTOR POOL > Motor Pool Approval



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

Motor Pool Approvals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Limit the number of results to (up to 300):

Reservation Nbr: =

Reservation Sequence: =

Requested By: begins with

Include History **Correct History** **Case Sensitive**

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-14 of 14 Last

Empl ID	Reservation Nbr	Reservation Sequence	Requested By
1038275 8		1	
1038275 8		2	
1038275 8		3	
1038275 8		4	

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

3. Click on APPROVE or REJECT button

Motor Pool Request

Reservation Nbr: 8 Seq: 1

Requestor Emplid:

Status: 01-Request Submitted

Submit DTTM: 05/09/2012 11:46:37AM

Purpose for travel: 12345

Department or Project to be Charged

SetID <input type="text" value="SALIS"/>	or	Business Unit <input type="text"/>
Department <input type="text" value="100206"/>		Project/Grant <input type="text"/>
Revenue-Study Abroad Dvlpmnt		

Reservation & Pickup Info

Total # of Passengers(including drivers) =

Pickup/Return Date/Time:

Pickup Date <input type="text" value="05/21/2012"/>	Pickup Time <input type="text" value="1:30AM"/>	05/21/12 1:30:00AM
Return Date <input type="text" value="05/21/2012"/>	Return Time <input type="text" value="11:00AM"/>	05/21/12 11:00:00AM

Destination:

Country State City

Special Instructions:

- 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>.

Rejection Reason:

No more money in the budget

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