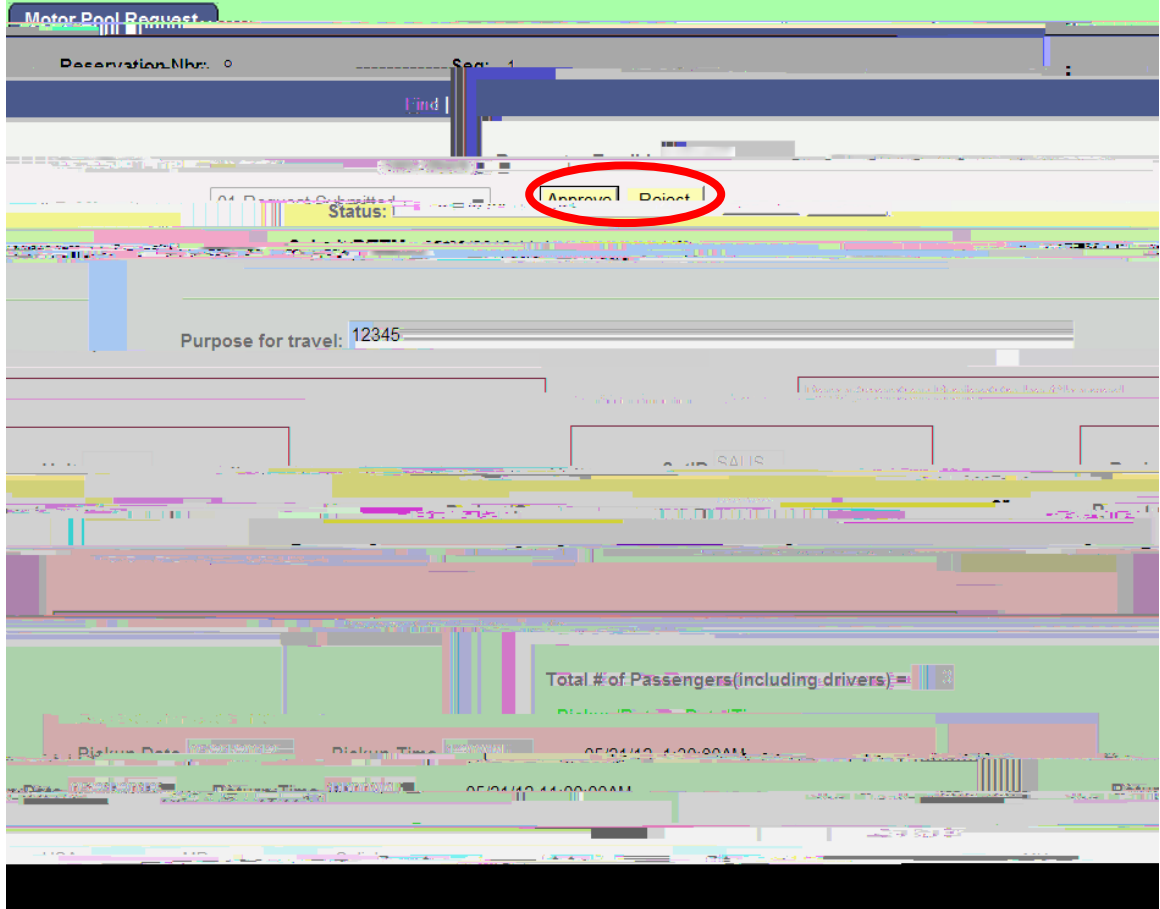TOPIC: Approving a Motor Pool Request   12/17/2014

3.   Click on APPROVE or REJECT button

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.

b. If REJECT button has been clicked,
  i. Must enter a reject reason and click on DONE

ii. emaiwarded