SUNY POTSDAM

VEHICLE REQUEST FORM PROCEDURES

The following is a list of instructions for the submitting a Vehicle Request for the SUNY Potsdam Fleet Vehicles. If you have any questions, please feel free to contact Laurie Dustin, 315-267-2135.

1. Open the Vehicle Request Form. This form is located on the Physical Plant Website - Operations - Vehicles. Create a Bookmark for this page for future use.

2. The Vehicle Request/Authorization Form will open. Fill in <u>ALL</u> information on the form.



Be sure to include DRIVER'S NAMES/PHONE # DRIVER'S EMAIL ADDRESS DEPARTMENT NAME DEPARTMENT PHONE ACCOUNT # TO CHARGE DESTINATION WHICH VEHICLE NEEDED DATE OF DEPARTURE TIME OF DEPARTURE RETURN DATE TIME OF RETURN PURPOSE OF TRAVEL PASSENGER LIST

All information must be complete to process the request.

3. Insert a Digital Signature on the form.

 Читики читики на колотити заследа читики на колотити заследа читики на колотити на колотики за колотити на колотики на к	DRIVER (PS) CERTIFICATION & AUTHORIZATION SIGNATURE	Locate red marker and left click once.
SGAOFFCER AUTHORIZATION SGNATURE ((FARPLICABLE)	DE SARTMENT HEAD/ADVEOR AUTHORIZATOR SERATURE	
DEAN O F STUDENT'S SIGNATURE (IF APPLICABLE)	VICE PRESIDENTS KINATURE (FOR OUT OF STATE TRAVEL)	

4. If you have a digital signature already...the SIGN DOCUMENT box will open.



Under Sign As: Select the Signature that you want to use.

The Click Sign.

5. If you do not have a Digital Signature on your computer, The Add Digital ID box will open.



Click MY EXISTING DIGITAL ID and then the radio button where your signature is located.

If you do not have a digital signature, click on *A NEW DIGITAL ID I WANT TO CREATE NOW*.

Click NEXT.

6. The next box to open will be where to store your digital ID. Where would you like to store your self-signed digital ID? Select either, this is your choice either will work:

Add Digital ID	
	NEW PKCS#12 DIGITAL ID FILE
Where would you like to store your self-signed digital ID? New PKCS#12 digital ID file Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID life format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file setension.	Or WINDOWS CERTIFICATE STORE
Windows Certificate Store Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.	Click <i>NEXT</i> .
Cancel < Back Next >	

7. Complete all of the information on the next window.

ſ	Add Digital ID		
	Enter your identity inform Name (e.g. John Smith): Organizational Unit:	ation to be used when generating the self-signed certificate.	NAME ORGANIZATIONAL UNIT: Department Name ORGANIZATION NAME: SUNY Potsdam
	Organization Name:		EMAIL ADDRESS
	Email Address:		Click NEXT.
	Country/Region:	US - UNITED STATES	
I	Enable Unicode Suppo	rt	
I	Key Algorithm:	1024-bit RSA 👻	
I	Use digital ID for:	Digital Signatures and Data Encryption	
	Cancel	< Back Next >	

8. The next window will ask you where you would like to save your new Digital ID and to assign a PASSWORD.



Check the location that you would like the Digital ID saved to by clicking on the Browse button and remember where you save your signature. Create a *PASSWORD*.

Click FINISH.

9. The Sign Document window will open. Enter your *Password* and Click *SIGN*.

Sign Document		×	
Sign As: TEST < DUSTI Password:	N@TESTER.COM	• •	
Certificate Issuer: TEST		Info	
	Appearance:	Standard Text 💌	
TEST vor PP, vor PP			
	Sigr	Cancel	

Your signature will appear with all of your information.

10. After the driver signatures are in place, please save the file for your records.

11. Email the form to the next person to sign the document.

Signatures that will be required are: DEPARTMENT HEAD - is needed for all vehicle requests DEAN OF STUDENTS - is needed if your driver is a student SGA OFFICER - is needed if the group taking the vehicle is an SGA recognized group VICE PRESIDENT - is needed for all out of state/country travel with the vehicle.

Request that they either send to the next signature required or email back to you with their digital ID in place.

11. When all of the signatures are obtained, attach the file to an email message.

12. Along with the Vehicle Request Form, attach a copy of the passenger list and copies of the licenses for the drivers.

13. Out-of-state drivers must complete an Out-of-State Driver Affidavit. These forms are available online and should be completed but signed in front of a notary public. The form can be found at: http://www.potsdam.edu/about/physicalplant/operations/vehicles/upload/Fleet-Vehicle-Afidavid.pdf

14. Email the form with attachments to <u>vehiclerequest@potsdam.edu</u>

15. If your driver is a student, email your request to the Student Affairs office, as well, for the Dean of Student's Signature. Email to morinjm@potsdam.edu