

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 ALL 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.

Locate red marker and left click once.

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.

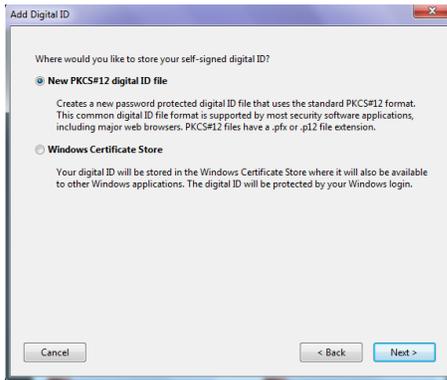
5. If you do not have a Digital Signature on your computer, The Add Digital ID box will open.

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*.

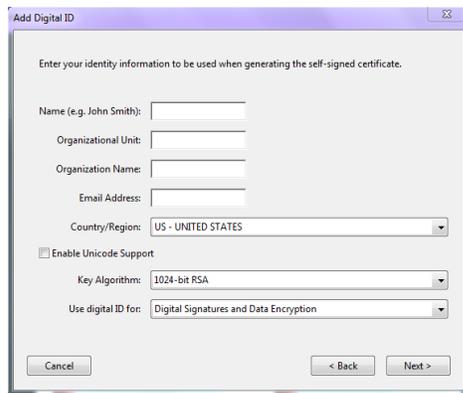
6. The next box to open will be where to store your digital ID. Where would you like to store your self-signed digital ID? Select either, this is your choice either will work:



NEW PKCS#12 DIGITAL ID FILE
Or
WINDOWS CERTIFICATE STORE

Click *NEXT*.

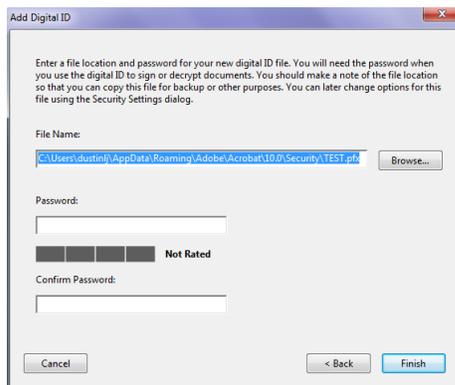
7. Complete all of the information on the next window.



NAME
ORGANIZATIONAL UNIT: Department Name
ORGANIZATION NAME: SUNY Potsdam
EMAIL ADDRESS

Click *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*.



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-Affidavit.pdf>

14. Email the form with attachments to vehiclerequest@potsdam.edu

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