

Procedure Title:

Vehicle Reservation

Policy Number:

ESU-FA-2011-024

Effective Date:

Review Date:

Division:

Finance & Administration

Responsible Office:

Facilities Management

Procedure Summary:

Policy Procedure is the reservation of vehicles.

Process:

1. All vehicle reservations may now be completed online.
2. Only university employees may access this site using their current ESU login.

Forms:

N/A

Related Procedures:

Vehicle Pick-up by Authorized Operator (Driver)

Vehicle Return

Guidelines for Motor Vehicle Operators

Report of Accident

Other Related Information:

N/A

Contacts:

N/A