

Procedure for Checking Out & Funding Motor Pool Van Use

Effective Date: 12-01-25

Section: Motor Pool

Purpose:

To illustrate the procedure to request using the motor pool van and to fund said request.

Procedure:

1. Call or email motor pool with a request for a quote for the number of days and to see if related dates are open. The requester sends an e-mail with the requested dates to motorpool@astate.edu.
2. Motor pool will produce a quote for the vehicle use and send the Van Use Quote Sheet and return it to the requestor.
 - a. The quote will list the number of days @ the \$100 per day rate. * A day starts at 12:00 am and goes until 11:59 pm. For five days the quote will say 5 days @\$100 per day = \$500. ***A Late Return Charge** of \$50.00 per hour may be assessed if vehicle is returned after the last day of rental.
 - b. The motor pool will tell the requestor they must receive the PO and completed van usage agreement 48 hours before the van can be picked up.
 - c. The motor pool may need to provide the following information to first time requestors for their requisition/PO:
 - i. Facilities ID number is 50545085
 - ii. Commodity Code is 96217
 - ii. PO Sequence is 11

3. The requestor will complete the requisition for the van use.

4. Once the completed documents, including PO are received motor pool will verify in Banner that the listed drivers are approved to use university vehicles. Motor pool will notify the requestor when all approvals and documents are received.

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Work Order

WO Number

2503463889

P0304605 NAME TAGS FOR CHILDHOOD SERVICES



Parent WO



Main

Attributes

Tasks

Crews

Parts

Tools

PO's

Routing

Readings

Closing

Asset

Asset Class





Equipment





General Information

Type

CRS



Priority

3



Method

PO



Assigned To



Outage Class



Current Status / Dates

Status

OPEN



Material Status



Start Date

THU NOV 7, 2024



Due Date

WED NOV 27, 2024



Completed



Tracking 1



Tracking 2



Non-Available



Travel Time



Library

Request

Related WO

Create WO

Billing

Estimates

Dates

Conv to Proj...

Primary Labor

Crew

SIGN



Craft

SIGNS



Crew Size



Est Hrs/



Current Est Hrs



Location

Site

ASUJ



Building

055



Floor



Room



☐ Print Ticket On Next Batch Run

6. Adjust the billing in the work order to no charge, and add the account that is listed on the purchase order.

Billing-3

File Edit Query Record Attachments Help

Billing Type: NO CHARGE

Bill by Fund ☐ Accounting Hold ☐ Reason:

Account Details

Account	%	Order	Last	Fund Limit	Amount Billed	OLD FRS ACCOUNT (ORG)
221469^254751^711311^1310	100.00	☐	☐			
		☐	☐			
		☐	☐			
		☐	☐			
		☐	☐			

OK Clear Account Cancel Tenants... Dates... Audit...

Record: 1/1

7. When the van is returned the motor pool will add the charges to the work order, close the work order and notify the Work Order Center who will send the appropriate reporting to Accounts Payable.

8. Accounts Payable will produce a check and send it to the cashier's window for deposit. Deposits should be made to the Motor Pool's recovery account: 110000-314018-711702-1720

Related Forms:

[Van Use Quote Sheet](#)

Excel spreadsheet that generates the quote document upon entering relevant variables.

[Van Usage Agreement](#)

If you have any questions, please contact Facilities Management at 870-972-2066.

Revision #15

Created 2025-12-01 13:16:50 UTC by Paul Cox

Updated 2026-03-30 16:28:11 UTC by Paul Cox