1. Log into GullNet and navigate to link called “Motor Pool Approval”.
   a. SU CUSTOM > MOTOR POOL > Motor Pool Approval

   ![GullNet screenshot]

   - Personalize: Content | Layout
   - Menu:
     - My Favorites
     - SU Custom
       - Campus Community
       - Human Resources
       - Time-sheets
       - Admissions
       - Student Records
       - Financial Aid
       - SULIR System
       - Security
         - Motor Pool
           - Motor Pool Request
           - Motor Pool Approval
     - Self Service
     - Campus Community
     - Student Recruiting
     - Student Admissions
     - Records and Enrollment
     - Curriculum Management
     - Student Financials
     - Set Up HRMS
     - Set Up SACR
     - Worklist
     - Tree Manager
     - Reporting Tools
     - People Tools
       - Emergency Notification
       - Library Barcode
       - Careers at SU
       - Change My Password

C:\Users\tvsmith\Downloads\UserDoc_-_Approver.doc
2. Click on SEARCH button to obtain list of all requests needing approval of person logged on.

```
Motor Pool Approvals

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value    Add a New Value

Limit the number of results to (up to 300): 300

Reservation Nbr: = ▼
Reservation Sequence: ▼
Requested By: begins with ▼

[Include History]  [Correct History]  [Case Sensitive]

Search  Clear  Basic Search  Save Search Criteria

Search Results

View All    First    1-14 of 14    Last

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Reservation Nbr</th>
<th>Reservation Sequence</th>
<th>Requested By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1038275</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1038275</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1038275</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>1038275</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1038275</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

a. Click anywhere in the list to select a specific request.
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

![Reject Reason](link)

ii. **The following email will be sent to requestor**

MOTOR POOL Request # 1, Seq # 10 has been **rejected** by <rejector’s name>.

**Rejection Reason:**

No more money in the budget