



**TO:** The Lehman College Community  
**FROM:** Rene M. Rotolo, Asst. Vice President for  
Campus Planning & Facilities  
**DATE:** March 12, 2012  
**RE:** **PROCEDURES FOR ALL VEHICLE REQUEST**

**DO NOT CALL BUILDINGS & GROUNDS OR PUBLIC SAFETY FOR AUTHORIZATION**

Please be advised that due to insurance and staff restrictions, the College has limited ability to provide vehicles for College use. Therefore, all requests for the College Van and/or Official Car must be submitted in writing five (5) days in advance. **THE INDIVIDUAL REQUESTING THE VEHICLE MUST BE THE DRIVER OF THE VEHICLE AND MUST BE A COLLEGE EMPLOYEE. PLEASE READ THE ATTACHED UNIVERSITY AUTOMOBILE USE MANUAL AND COMPLETE PAGES 8 and 10 AND RETURN THEM WITH THE COMPLETED FORM. (If you have already completed the Authorization and Release forms you do not have to complete it again).**

You must complete the form below. Forms are available in Shuster Hall Room 327. **Submit form to: CAMPUS FACILITIES, SH 327.**

**PLEASE PRINT**

Vehicle Request: (circle)  VAN  OFFICIAL CAR

Date \_\_\_\_\_ Extension \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_

Department \_\_\_\_\_

Signature \_\_\_\_\_

Request for \_\_\_\_\_ (Day) \_\_\_\_\_ (Date) \_\_\_\_\_ Time of Departure \_\_\_\_\_

\_\_\_\_\_ Time of Return \_\_\_\_\_

Reason/Destination \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Notification to B&G \_\_\_\_\_ Notification to Garage \_\_\_\_\_ Notification to Public Safety \_\_\_\_\_

To: Person Requesting \_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

