FOR ALL FACULTY AND STAFF

When you are in need of a vehicle for university business you must
1. Call Motor Pool @ 22384 for availability.
2. Send a Motor Pool Request Form to Motor Pool.
3. When appropriate (for out of State travel) obtain a Travel Authorization Form and send a copy to Motor Pool prior to picking up vehicle.

If a vehicle is not available, you might be able to get a vehicle through State Surplus or ENTERPRISE rentals.

When using a State Surplus van you must:
1. Call Motor Pool @ 22384 for availability.
2. Motor Pool will call State Surplus for availability.
3. If State Surplus has an available van, you must send Motor Pool a request form.
4. When appropriate (for out of State travel) obtain T.A.
5. Send a copy of the T.A. to Motor Pool.
6. All State Surplus vans are to be picked up in Wethersfield.

When using an ENTERPRISE vehicle you must:
1. Call Motor Pool @ 22384.
2. Send a completed request form to Motor Pool.
3. Complete an ENTERPRISE form (obtained from Motor Pool) to Motor Pool.
4. When approved by Motor Pool, you will call ENTERPRISE @ 665-1422 to make the reservation.
5. When appropriate (for out of State travel) obtain T.A.