



LEHMAN
COLLEGE

The Office of Campus
Planning and Facilities

Shuster Hall, Room 06
250 Bedford Park Blvd West
Bronx, NY 10468

Phone: 718-960-8180
Web: www.lehman.edu

TO: The Lehman College Community
FROM: Rene M. Rotolo, Asst. Vice President for Campus Planning & Facilities
DATE: June 25, 2009
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: 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