

Instructions for entering work order for use of state vehicle:

From either the facilities website or from the intranet, click on Facilities Work Order Request:
Click on Submit A Request (option located on the left side of the screen).

Select your Facility (either main campus or off site)

Select your Building

** This means where the work will originate. For example, you are in the Library in room 100 but you need to reserve a van for your department.

You would choose Parking Lot 2 instead of an actual building.

Next you will come to the screen Request Form for LOTF

Your name, email address and extension are listed.

You then chose:

Service Center: Facilities Management

Room Number: Choose Grounds – Parking Lot 2

Put in your DEPT ID

Chose your department

Put in the request box the date, times needed, the driver and the vehicle you are requesting.

After you have entered all of the information, click on the submit button.

You will see the screen showing the request you have made and you will get two emails. The first tells you, your request has been submitted and the second gives you your work order number. You will need this number if you need to check on this work order.

Your request will be sent to the fleet mechanic and he will send it to the fleet office for the reservations to be put on the facilities website.