

Rose-Hulman Institute of Technology FACILITIES OPERATIONS	Facilities Operations Administrative Standard Operating Procedures Manual SOP: Vehicle Requests
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1.0 Purpose

Rose-Hulman Institute of Technology's Facilities Operations Administrative Unit established documented procedures for Vehicle Requests in accordance with professional business practices.

2.0 Associated Documents

- 2.1 Vehicle Request Form.

3.0 Procedure

- 3.1 Student employees/staff receiving a request for a vehicle will record all details on the Vehicle Request Form.
- 3.2 Student employees/staff will forward completed Vehicle Request Forms to the Facilities Operations Coordinator or their designee (if the Facilities Operations Coordinator is expected to be unavailable for the day).