



ASUB Standard Operating Procedure – 2403

Standard Operating Procedure Synopsis

Title: USE OF COLLEGE OWNED MOTOR POOL VEHICLES

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Responsible Officer (RO): Vice Chancellor for Finance and Administration

Standard Operating Procedures Manager (PM): Director of Physical Plant

A. Purpose and Scope

This standard operating procedure outlines the process for employees to request use of a college owned motor pool vehicle. College owned motor pool vehicles are available to reserve for official business travel by Arkansas State University-Beebe employees.

B. Definitions

VCFA – Vice Chancellor for Finance and Administration

C. Procedures

To request the use of a motor pool vehicle:

1. Employees must have an approved travel authorization form on file with the travel supervisor.
2. employees may fill out a motor vehicle request form through SharePoint.
3. Employees can call the Physical Plant at 501.882.4426 and make their request.

4. Employees can walk in and request the use of a motor pool vehicle:
 - a. On the Beebe campus – Physical Plant office
 - b. On the Searcy campus – Campus Operations office
 - c. On the Heber Springs campus – Campus Operations office

The motor pool request form is located on SharePoint under Physical Plant.

The travel authorization form is located on SharePoint under Finance and Administration.

D. Related Information

[State of Arkansas Travel Policy](#)

[SharePoint Motor Vehicle Request](#)