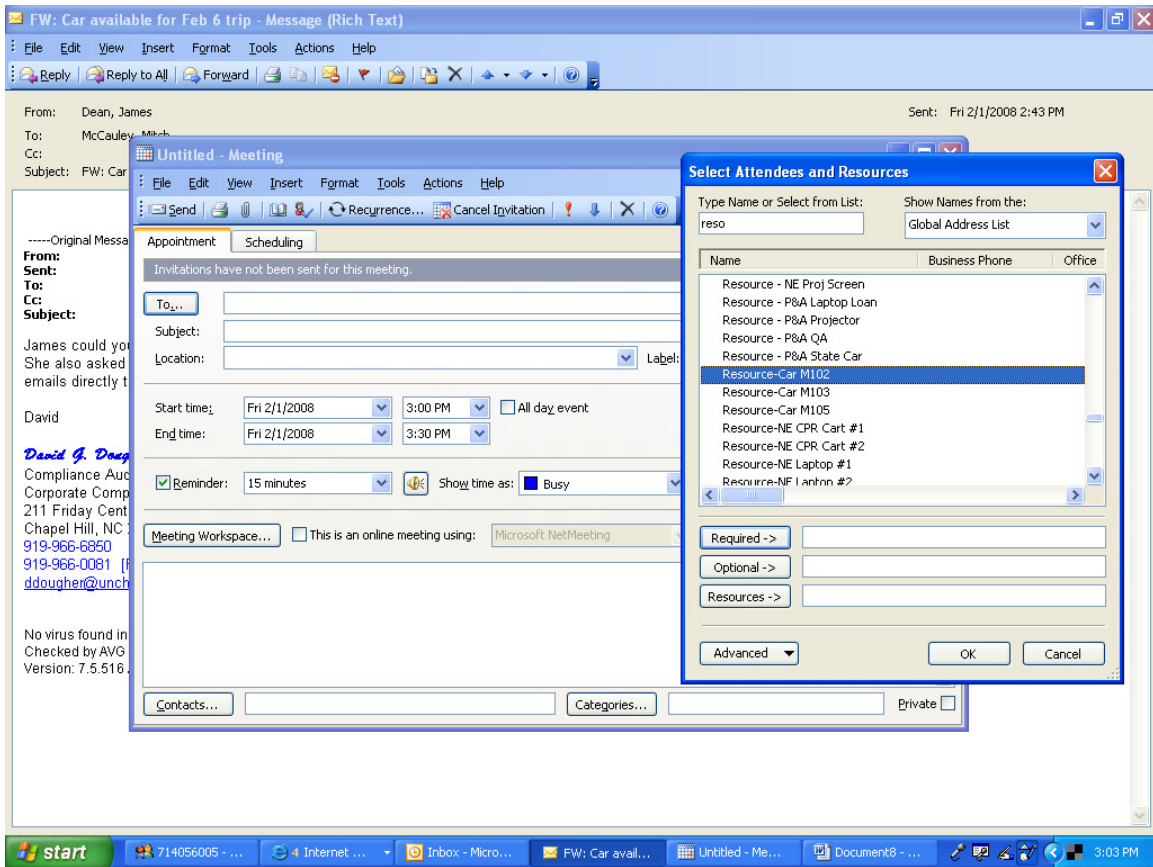


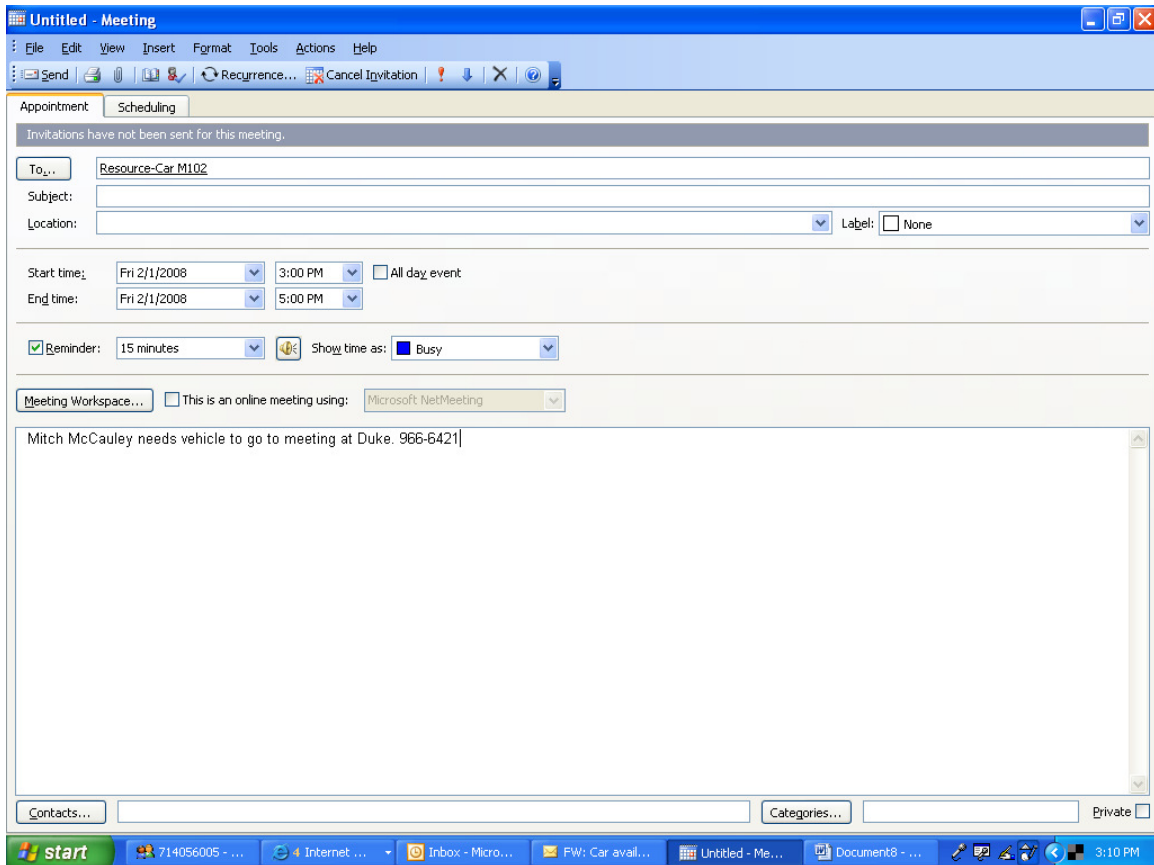
State Motor-fleet scheduling

To schedule a state car or van; go to your outlook program and click on the file menu and click on schedule new meeting.



Type in the date and time you need a vehicle.

Type in the word “resource car” or “resource van”
Pick on of the vehicles to set up your meeting.



Send the request and the parking office will respond with “accepted” if the vehicle is available or “Declined” if it is not available.