

Motorpool: How to

Step 1: Retrieve Vehicle Rental Rates

1. <https://pts.colostate.edu/transportation/transportation-rental-rates/>
2. Note both daily amount and amount per mile

Step 2: Kuali Internal Order

1. Open Internal Order document
2. Set description: Last Name – Motorpool [Date]
3. Select Internal Supplier: Transportation Services
4. Add Items *completing this step creates an accurate estimate for the “EXPENSE” box
 - a. Expand “Items” box
 - b. Add vehicle:
 - i. Date: First Day of Trip
 - ii. Description: Type of Vehicle
 - iii. Quantity: How many days the vehicle will be used
 - iv. Item Cost: Found in Step 1
 - v. Press “ADD”
 - c. Add mileage
 - i. Date: First Day of Trip
 - ii. Description: Mileage
 - iii. Quantity: Amount of miles listed in WCNR Request
 - iv. Item Cost: Found in Step 1
 - v. Press “ADD”
5. Create expense lines
 - a. Object Code:
 - i. 6011 – Motorpool with In-State destination
 - ii. 6081 – Motorpool with Out-of-State destination
 - b. Amount: Total provided after adding “ITEMS”
6. Notes and Attachments: Typical to purchasing; WHO, WHAT, WHERE, WHEN, AND WHY
7. Explanation: Typical to purchasing:
 - a. [W-number]
 - b. [Account]
 - c. [Object Code] – [Amount]
8. Submit!

Step 3: Reservation

1. <https://pts.colostate.edu/transportation/transportation-reservation>
2. Fill out form (scroll down a little)
3. Contact information: Your information
 - a. Phone number can be office number or work number (if applicable)
 - i. Office Phone: 970-491-7345
 - b. Your Department: 1401 – Warner College Business Office

4. Reservation Information: From WCNR Request – fill out who vehicle is for, how many vehicles they need, and what type of vehicle they are requesting
5. Reservation Date: dates listed in request
6. Date for Pick Up: First day of trip (unless stated otherwise)
7. Time Request for Pick Up: 8:00 am (unless stated otherwise)
8. Trip Destination: from request
9. Kuali Internal Order Number: doc number for step 2
10. Driver Information: From WCNR Request
11. Submit!
 - a. *Check both boxes*

Step 4: Forward confirmation to requestor and copy WCNR budget@mail.colostate.edu