

Pool Vehicle Booking Form

Frequently Asked Questions

Q. Which campus booking form should I use?

- A. Please select the campus which you would like collect and return the vehicle.

Q. Why can't I sign the form?

- A. Check that you have downloaded the form onto your harddrive and have opened the document through Adobe and not the internet server (i.e. Chrome, Firefox etc.) before filling out and sign by entering your full name in PRINT.

Q. Why can't I submit the form?

- A. Please check that you have opened the document in Adobe, have entered information in all the required fields (highlighted red).

If you have done the above and it still will not submit, please send your completed form to the relevant campus email addresses; as listed below:

- Lismore: propertyservices@scu.edu.au & pool.vehicles@scu.edu.au
- Gold Coast: propertyservices@scu.edu.au & gcpool.vehicles@scu.edu.au
- Coffs Harbour: propertyservices@scu.edu.au & enquiry@scu.edu.au

Q. How can I be sure the form has been submitted?

- A. When you select the form 'submit' button, Adobe will request to open an email using your preferred email provider (i.e. outlook, yahoo, gmail) please be sure to select 'continue'. When the email opens do not change the pre-entered email addresses, simply select 'send'.

Q. What is a GL Code & Project Code?

- A. GL stands for the general ledger code, a 6-digit number that must be included on your Booking Form. These codes are used to charge your work unit for the vehicle hire. A Project Code is created specifically for a project, consisting of only 5 digits.

Q. How can I submit form feedback?

- A. Please submit all feedback to Property Services (propertyservices@scu.edu.au).

Quick Links:

- [Pool Vehicle Booking Form - Lismore](#)
[Pool Vehicle Booking Form – Gold Coast](#)
[Pool Vehicle Booking Form – Coffs Harbour](#)