

Pool Vehicle Booking Form

Frequently Asked Questions

Q. Which campus booking form should I use?

- A. Please select the campus based on where you wish to collect 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 signing with an Adobe signature.

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) and used an Adobe e-signature.

If you have done the above but it won't submit or do not have an Adobe e-signature, please send the completed form to the relevant campus email addresses 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. A Project Code is created specifically for a project, consists of 5 digits and only applies to some Booking Forms.

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](#)