

EVERGREEN

Office of the President

The Evergreen State College - Olympia, Washington 98505

Policy Approval Form

This is the official approval form for College Policies and Procedures. When completed and signed, this form will reside with the finalized policy in the President's Office. Completed and approved policies will be posted on the College Policies Web site (www.evergreen.edu/policies).

(Proposed) Policy Title: Motor Pool__

Policy Steward: _Vice President, Finance and Administration_____

Summary of New Policy/Changes for Updated Policy

Simplified the policy and eliminated the operating aspects. Provided links to the procedures that are in the existing policy. Clarified responsibilities for the college personnel engaged in requesting vehicle for college business.

Full Policy must be attached.

Consultation in the Development of this Policy:

The motor pool staff; staff in Facilities Services; Academic Dean, Budget and Space; Executive Associate for Vice President, Student Activities; Executive Assistant to Vice President, College Advancement. The policy was developed by Facilities Services and then circulated for comment to those mentioned above. Comments were incorporated into the revised draft policy.

Approvals:

- President: [Signature] Date: 2-3-12
- Vice President for Academic Affairs and Provost: [Signature] Date: 17 JAN 2012
- Vice President for Finance and Administration: [Signature] Date: JAN 30, 2012
- Vice President for Student Affairs: [Signature] Date: 1/17/12
- Vice President for College Advancement: [Signature] Date: 1/30/12
- Date Policy posted to Web: 2-17-2012