

## How to Order Stationery

Stationery orders are placed through June at the front desk. Staff can either email June or order in person.



Before placing an order, you can check with the Finance office, as they may have some used items which might suffice.

June will then write down the request on a Stationery Requisition Form, which is then signed by the Finance Manager and faxed to the Co-op Bookshop.

When the items are received, June will notify the person who ordered it, or deliver the item herself.

## How to Book the MSA Car

Car bookings are made through June at the front desk. Staff should ascertain if the car is available (June will check the diary). June will then enter your name and the time you require the car.

There are two forms associated with car use. June will only provide the car keys to you upon completion of the MSA Vehicle Booking form. (You must include your licence number on this form).

With the keys, you will also be provided with a subsequent form upon which you will record the mileage, location and condition of the car upon your return.

Remember to always note the odometer reading before you leave, and on your return.

Remember to always return the car with at least  $\frac{3}{4}$  tank of petrol. (You can use the Shellcard attached to the keys, or be reimbursed for petrol purchases).

You should also familiarize yourself with the Use of MSA Vehicle policy.

## How to Book the MSA Meeting Room

All meeting room bookings are made through June at the front desk, and recorded in her diary.

Other room bookings in the Campus Centre are made through the information desk downstairs. (Except the Clubs & Societies meeting room, which can be booked through staff in C&S).