



NEW MEXICO

GENERAL SERVICES DEPARTMENT

Leave Request Form User Manual

How to submit a short term reservation request?

1. Go to the Short Term reservation request on the GSD website at http://www.generalservices.state.nm.us/transportationservices/Short_Term_Reservation.aspx as shown. All fields with a red asterisk are mandatory.

Short Term Reservation Form

Please fill in the below fields for a Short Term Reservation. * indicates required field.

The screenshot shows the 'Short Term Reservation Form' with three main sections: Agency Information, Submitter Information, and Driver Information. The Agency Information section has a dropdown menu for 'State Agency'. The Submitter Information section includes fields for Operator ID, Email, Phone No., First Name, and Last Name. The Driver Information section is divided into two columns for Driver #1 and Driver #2, each with fields for First Name, Last Name, Driver License, and Defensive Driving Certificate Expiration Date. Red asterisks indicate required fields.

2. User can select the Agency from the agency dropdown. User can start typing and select their agency from the agency dropdown list.

This screenshot focuses on the 'Agency Information' section. The 'State Agency' dropdown menu is open, showing a search bar with 'general serv' entered. Below the search bar is a list of agency options, with '35005 - GENERAL SERVICES DEPARTMENT/ASD' highlighted. Other options include '35008 - GENERAL SERVICES DEPARTMENT/AVIATION BUREAU', '35020 - GENERAL SERVICES DEPARTMENT/ISD', '35001 - GENERAL SERVICES DEPARTMENT/OOS/HR', '35010 - GENERAL SERVICES DEPARTMENT/PURHASING DIVISION', '35030 - GENERAL SERVICES DEPARTMENT/RMD', '35016 - GENERAL SERVICES DEPARTMENT/STATE PRINTING BUREAU', '35013 - GENERAL SERVICES DEPARTMENT/SURPLUS PROPERTY', and '35061 - GENERAL SERVICES DEPARTMENT/TSD'.



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- Operator ID cannot be anything except 4 digits as shown in the below example. If you don't have an operator id, please contact TSD at

Submitter Information

If you have never had a short term lease vehicle before, please contact a staff member for your Operator ID

Operator ID *	<input type="text" value="1234"/>	First Name *	<input type="text" value="Anupama"/>
Email *	<input type="text" value="anupama.kodali@state.nm.us"/>	Last Name *	<input type="text" value="Kodali"/>
Phone No. * Required	<input type="text" value="(324)345-3453"/>		

- Fill in all the mandatory fields. The system won't let you enter a past date and time in the from date and time fields as shown below. The to date should be greater than or equal to the form date filed.

Pickup Date and time can't be a past date and time.

- The vehicle type will be auto populated as per the location selection.
- Submit the form once all fields are entered right.

Short Term Reservation Form

Please click and drag location to zoom view and zoom.

Please fill in the below fields for a Short Term Reservation. * indicates required field.

Agency Information

State Agency (don't select for absent and absent user select) *

Location Information

If you have never had a short term lease vehicle before, please contact a staff member for your Operator ID

Operator ID *	<input type="text" value="1234"/>	First Name *	<input type="text" value="Anupama"/>
Email *	<input type="text" value="anupama.kodali@state.nm.us"/>	Last Name *	<input type="text" value="Kodali"/>
Phone No. *	<input type="text" value="(324)345-3453"/>		

Vehicle Information

First Name *	<input type="text" value="Anupama"/>	Last Name *	<input type="text" value="Kodali"/>
Driver License *	<input type="text" value="New Mexico"/>	Driver License *	<input type="text" value=""/>
Defensive Driving Certificate Expiration Date *	<input type="text" value="1/1/2018"/>	Defensive Driving Certificate Expiration Date *	<input type="text" value=""/>

Location

City *

State *

New Mexico

Subsequent Center

Pickup Location *	Pickup Date *	Return Date *
<input type="text" value="CROW FOOT MOUNTAIN NE, ALBUQUERQUE"/>	<input type="text" value="04/04/2017"/>	<input type="text" value="04/05/2017"/>
<input type="text" value="CROW FOOT MOUNTAIN NE, ALBUQUERQUE"/>	<input type="text" value="02:00 PM"/>	<input type="text" value="08:00 AM"/>
<input type="text" value="CROW FOOT MOUNTAIN NE, ALBUQUERQUE"/>		

Vehicle Information

Vehicle Type *

Comments

- The user will see a thank you note with a confirmation number with successful submission as shown below



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You have successfully completed and submitted the Short Term Reservation with Confirmation No: - 2017-26400-00104 and the other details below



Agency Information

Agency Name: 26400 - ADMINISTRATIVE OFFICE OF THE DISTRICT ATTORNEYS

Driver Information

Driver #1 Name: sdfdsf dfas Driver License #1: AR43543563462 DDC Expiration Date 1: 03/26/2017
Driver #2 Name: Driver License #2: AR DDC Expiration Date 2:

Destination Information

City: sdfdsfsd State: AR

Reservation Details

Pickup Location: 300 San Mateo Blvd NE, Albuquerque
Pickup Date: 04/05/2017 Pickup Time: 10:30
Return Date: 04/18/2017 Return Time: 12:30

Vehicle information

Vehicle Type: 3

Comments

8. User will receive a confirmation email with a confirmation number and status of the request upon successful submission. This confirmation is on the Short Term Reservation request made and this request needs to be approved or denied by the Transportation Services department Admin. User will be notified upon admin's approval /denial.



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Tue 4/4/2017 2:17 PM

tsd.waiver@state.nm.us

Short Term Reservation Request Submitted Confirmation No. - 2017-26400-00104 - Status - INITIAL

To Kodali, Anupama, GSD

[Bing Maps](#)

Greetings,

You are receiving this confirmation email as Sfsdfsd sdfas has submitted the Short Term Reservation Request.

Below is a brief summary of the Short Term Reservation Request Submitted:

Confirmation Number : 2017-26400-00104

Driver Name : Sdfdsf dfas

Defensive Driving Expiration Date : 03/26/2017

Agency : ADMINISTRATIVE OFFICE OF THE DISTRICT ATTORNEYS

Pickup Date : 04/05/2017

Return Date : 04/18/2017

Pickup Location : 300 San Mateo Blvd NE, Albuquerque

Status : INITIAL

You will receive the approval/denial on your short term reservation request from the Motor pool staff shortly.

Please make sure you have your drivers license and defensive driving certification to pick up vehicle.

Note: For assistance please contact one of the following locations:

SF Location/Cerillos Road Location(T-187, 2542 Cerillos Road, Santa Fe, NM 87505): Sigfredo Vigil (505) 827-1957

SF Location/Quick Ride Location(1100 South St. Francis Drive, Santa Fe, NM 87505): Clifford Quintana (505) 231-2018

ABQ Location(341 Pan American Freeway, Albuquerque): Irene Robles (505) 841-2472

ABQ Location(300 San Mateo Blvd NE, Albuquerque): Angie Salas (505) 827-1964

9. User will receive an email notification when their short term reservation request is approved or denied by the Transportation Services Department Admin as shown below.



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Delete | Respond | Quick Steps | Move | Tags | Editing | Zoom



Wed 4/5/2017 11:53 AM

tsd.waiver@state.nm.us

Short Term Reservation Request Confirmation No. - 2017-30500-00107 - Status - APPROVED

To : Kodali, Anupama, GSD

[Bing Maps](#)

Greetings,

You are receiving this confirmation email as sdfasdf asdfasdfa is Approved by TSD Admin.

Below is a brief summary of the Short Term Reservation Request Approved:

Status : APPROVED

Confirmation Number : 2017-30500-00107

Driver Name : dgdg dfgds

Defensive Driving Expiration Date : 04/25/2017

Agency : ATTORNEY GENERAL'S OFFICE

PickupDate Date : 04/11/2017

Return Date : 04/19/2017

Pickup Location : 300 San Mateo Blvd NE, Albuquerque

Admin Comments : Approve

Please make sure you have your drivers license and defensive driving course and pick up vehicle.

Note: For assistance please contact one of the following locations:

SF Location/Cerillos Road Location(T-187, 2542 Cerillos Road, Santa Fe, NM 87505): Sigfredo Vigil (505) 827-1957

SF Location/Quick Ride Location(1100 South St. Francis Drive, Santa Fe, NM 87505): Clifford Quintana (505) 231-2018

ABQ Location(341 Pan American Freeway, Albuquerque): Irene Robles (505) 841-2472

ABQ Location(300 San Mateo Blvd NE, Albuquerque): Angie Salas (505) 827-1964