

Facilities Operations

APPALACHIAN STATE UNIVERSITY®

Motor Pool

Please choose one of the following:

New Vehicle Request

Fund Change

Permanent Assigned
Request

Vehicle Asset #:

Dept& Building #:

Custodian/Driver:

Account / Fund #:

Please print Employee Name and Sign here

Date

Please print Supervisor Name and Sign here

Date

Please return completed form to Bob Smith smirthrl@appstate.edu or fax to (828) 262-7198.