

# 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 #:

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*Please print Employee Name and Sign here*

*Date*

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*Please print Supervisor Name and Sign here*

*Date*

Please return completed form to Sandy Moretz [moretzsm@appstate.edu](mailto:moretzsm@appstate.edu) or fax to (828) 262-4017.