

Facilities Operations

APPALACHIAN STATE UNIVERSITY®

Motor Pool

Vehicle Custodian Change Request Form

Vehicle Asset #: _____

Dept& Building #: _____

New Custodian: _____

Previous Custodian: _____

Please print Employee Name and Sign here

Date

Please print Supervisor Name and Sign here

Date

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