

Appalachian State University
Physical Plant / Motor Pool / Central Warehouse

Please print this form, complete it, and return by campus mail to Physical Plant Office.

AiM System Access Form

Physical Plant	<input type="checkbox"/>	Motor Pool	<input type="checkbox"/>	Central Warehouse Supplies	<input type="checkbox"/>

New User	<input type="checkbox"/>	Update	<input type="checkbox"/>	Inactivate User	<input type="checkbox"/>

Requestor Name _____ ASU Login ID _____

Department _____

Will you be submitting Work Orders? Yes No Will you be viewing your department billing? Yes No

Please fill out the following information. For assistance call 262-3190.

Account Number (Funding Code)	Description

Contact Phone _____ Contact E-Mail _____@appstate.edu

(Optional) E-Mail copy of approved work requests should also go to _____@appstate.edu

For which Buildings do you enter Work Order requests? _____ All Main Campus

_____ All Buildings

Department Head
Approval Signature _____ Date _____