

Appalachian State University

AiM Access Form

Physical Plant and Central Warehouse Requests

Physical Plant Work Orders <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 _____

Clear Form

Print

For Administrative Use Only
 AiM Role Group Accounts