

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 \_\_\_\_\_