

Appalachian State University
Motor Pool Vehicle Rental Request – Access Form

*****This form must be submitted even if the Requestor is already an AiM User*****

Add New User <input type="checkbox"/>	Update Existing User <input type="checkbox"/>	Inactivate User <input type="checkbox"/>
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Requestor Name _____ E-Mail _____@appstate.edu

Department _____ Contact Phone _____

Department Head _____ Title _____

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

*****The following Funding Codes may be used by this person for submitting Motor Pool Rental Requests*****

Funding Code	Description

I am authorizing this person to enter Motor Pool Rental Requests for my department and will notify the Motor Pool if the person should be inactivated or if there are Funding Codes to be added or deleted.

I am aware that an approved ASU Travel Authorization must be on file in my department for each trip.

Department Head _____
Approval Signature _____ Date _____

Clear Form

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