

MEMORANDUM

DATE:

TO: Facilities Management Vehicle Scheduler

FROM: Department Name

SUBJECT: Employee/Student Verification of University Employment

The following Humboldt State University student is an employee of this department and will be driving State vehicles for this department until the expiration date noted below. ***The maximum expiration date is one year from date of signature.***

Name

Appointment Expiration Date

- 1.
- 2.
- 3.
- 4.

Signature of Department Chair, Dean, or Director

Printed Name of Department Chair, Dean, or Director

Date