

# HUMBOLDT STATE UNIVERSITY

Plant Operations  
Arcata, California 95521

## MEMORANDUM

**DATE:** \_\_\_\_\_

**TO:** Plant Operations Vehicle Scheduler

**FROM:** \_\_\_\_\_

**SUBJECT:** Employee/Student Verification of University Employment

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The following employee/student of Humboldt State University is an employee of this department and will be driving State Vehicles for this department until the expiration date noted below.

<u>Name:</u>	<u>SSN:</u>	<u>CDL#:</u>	<u>Appointment Expiration:</u>
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1.

2.

3.

4.

5.

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Signature of Department Chair, Dean or Director

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Department

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Date