



POST OFFICE VEHICLE (POV) VEHICLE TRANSFER REQUEST FORM

Step 1: COMPLETE REQUESTOR'S CONTACT INFORMATION

Requestor's Name _____ Date Submitted to U.S. Bank _____
 Phone Number _____ E-mail _____

Step 2: COMPLETE RECEIVING SITE INFORMATION

Area Office _____ Vehicle Maintenance Facility (VMF) _____
 District _____ Site Name _____
 Contact Name _____ Phone Number _____
 Fax Number _____ E-mail _____
 Address _____

Step 3: COMPLETE TRANSFER INFORMATION

SENDING SITE FINANCE #:	SENDING SITE STATION ID:	VEHICLE #:	CARD #:	RECEIVING SITE FINANCE #:	RECEIVING SITE STATION ID#:	DID VEHICLE TRANSFER TO ANOTHER VMF'S LOCATION CODE?
						<input type="checkbox"/> YES <input type="checkbox"/> NO
						<input type="checkbox"/> YES <input type="checkbox"/> NO
						<input type="checkbox"/> YES <input type="checkbox"/> NO
						<input type="checkbox"/> YES <input type="checkbox"/> NO

Was fuel card(s) sent with vehicle to new site? YES NO
 If no, is a new card(s) needed? YES NO

If a new card(s) is needed, **the VMF manager must cancel the original card.**

Step 4: SUBMIT COMPLETED FORM

This form must be submitted by the VMF. Complete form by filling in the appropriate fields and e-mail to voyagerusps@usbank.com. Print and fax form to: **866-400-5770** OR mail form to: U.S. Bank PO Box 13050 Overland Park, KS 66282-3050

Questions? Call Customer Service at 800-278-6191

