



POST OFFICE VEHICLE (POV) SITE CHANGE FORM

Step 1: COMPLETE SITE INFORMATION

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

Step 2: ANSWER THE FOLLOWING QUESTIONS FOR THE SITE

Will all PINs under previous site information be updated with new site information? Yes No

Will all vehicles under previous site information be updated with new site information? Yes No

If no please advise which vehicles are to be moved by completing a separate transfer form.

Is this a new site or is this site moving from the control of one VMF to your VMF? New Site Existing Site Being Moved

FINANCE NUMBER (old)	LOCATION NAME (old)	SITE STATION ID (old)	FINANCE NUMBER (new)	LOCATION NAME (new)	SITE STATION ID (new)	Delete (Y/N)

Step 3: 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 Voyager Fleet Systems 738 Highway 6 South, Suite 600 Houston, Texas 77079

Questions? Call Customer Service at 800-278-6191

