



PARKING AND TRANSPORTATION SERVICES

OFFICE OF AUXILIARY SERVICES
Division of Finance and Administration

Parking Validation Ticket Order Form

For Existing Validation Customers Only

Please retain a copy for your records.

Gray boxes indicate required fields.

Order Information

To submit request: Download form, complete in full and email form to validate@iupui.edu or fax to (317) 274-5812.

Today's Date:	<input type="text"/>		
Validation #:	<input type="text"/>	# of Validation Tickets Requested: <i>(Limited to 1,000 per order)</i>	<input type="text"/>
Requested Expiration Date: <i>(Date cannot exceed 1 year from date of purchase)</i>	<input type="text"/>	Date Needed By:	<input type="text"/>

Orders will be processed within 10 business days; a fee of \$75.00 will be charged for all rush orders.

Contact Information

Department / Office:	<input type="text"/>		
Who to contact when tickets are ready for pickup:	<input type="text"/>		
Contact Phone #:	<input type="text"/>	Contact Email Address:	<input type="text"/>
Name of person picking up tickets: <i>Must show picture ID (Jagtag, Driver's License, etc.)</i>	<input type="text"/>		
Account Manager Name / Signature:	<input type="text"/>	Date:	<input type="text"/>

All unused or expired validation tickets must be returned to Parking Services. Check box to acknowledge:

Received By

By signing this form, I acknowledge that all validation tickets are accounted for except for those already identified on the batch report(s).

Received By Name / Signature:	<input type="text"/>	Date:	<input type="text"/>
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Parking & Transportation Services Use Only

Batch #'s:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Reviewed in Flex:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes: