



**PARKING AND  
TRANSPORTATION SERVICES**

OFFICE OF CAMPUS FACILITY SERVICES  
Division of Finance and Administration  
Indiana University-Purdue University  
Indianapolis

**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](mailto: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: