



# PARKING AND TRANSPORTATION SERVICES

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

## Permit and Service Order Form (Form must be completed for processing)

**Warning: Do not provide credit card numbers by phone or email.**

To submit request: Download form, complete in full and send form by email to [permits@iupui.edu](mailto:permits@iupui.edu) or fax (317)274-5812.

### Customer Contact Information

Date:	Company/Department Name:		
Contact Name:	Contact Phone #:	Email:	
Billing/Campus Address:	City, State:	Zip:	

### Request Summary

Items Requested:			
Purpose and/or Event Description:			Valid Dates:
Payment Method (Circle One): Check/Cash/IUPUI Billing/Credit Card <b>(Note: Credit card payments only accepted in office only.)</b>			
CC Type: Visa, MC, DS, AE	Last Four CC Digits:	CC Month / Year:	Customer Signature:

### Additional Information Required for University Departments Only (8117-Internal Billing)

Account #:	Sub Account #:	Object Code:
Fiscal Officer/Approved Delegate Printed Name and Signature:		

*\*Signature on form authorizes IUPUI to charge for all expenses related to permits. Permit holder is responsible for compliance with all IUPUI Parking Regulations found at [parking.iupui.edu](http://parking.iupui.edu). Any returns are subject to the Parking Terms and Conditions for purchase. Departments using an internal account may not purchase parking permits for any IUPUI employee. Departments may only purchase specified permit types determined by IUPUI Parking and Transportation Services.*

**\*\*\*\*\*Do Not Write Below this Line. Office Use Only.\*\*\*\*\***

### Original Order Items Issued to Customer (Parking Services Clerk and Billings Specialist)

Item	Permit Range	Bulk #	Dates Valid	Rate Per Item	Quantity	Flex Receipt #	\$ Amount

PTS Processor:	Total Amount Due: \$ -
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<b>Types of Charges:</b>			
<b>8117 - Internal</b>	Date Submitted for Processing:	PTS Employee:	Notes:
<b>8119 - External*</b>	Payment Date:	CC Receipt #:	PTS Employee: Notes:

\*External charges should be collected at pickup, unless pre-approved by PTS management. Revised: HAS 2/9/2017