



Office of Real Estate, Facilities Management, and Public Safety

Guest Parking Validation Ticket Request Form

(Note: Form must be completed in its entirety for consideration and approval. All sales are final.)

Date of Request:

- () Full Cost Validation -\$20 each
- () 50% Reduced Fare Validation -\$10 each
- () Other (please specify) - _____

Requestor's Name:

Number of Requested Tickets:

Dept Head Approval:

Payment Information

Payments can be made in the Cashier's Office (Building 39, Room 201) or departments may re-program funding to cover the cost of request. Please fill in information below.

Dept. Name:

Index Code: _____

Account Code: _____

Status (please circle one):

Student (Non-employee), Faculty, Staff, Guest

Cost/Amount: _____

Contact Information

Event Name:

Phone No.: () _____ - _____

E-mail Address:

Event Date

**To obtain guest parking or reduced fare parking this form must be submitted to UDC Parking Operations at least two weeks prior to date requested. To submit request, email application to:*

auxiliaryservices@udc.edu

Event Time
From _____ To _____

PLEASE NOTE: All requests are subject to be denied. In the event a request is approved, the requestor will be notified when validation tickets are made available for pick up at the Parking Operation office. Validation tickets are non-refundable. If any problems with the tickets should occur, please contact the Parking Office for a consideration of ticket replacement.

Type of Request (please check one):

For UDC Parking Operations Office Use Only

Authorized by _____ Date _____
Processed by _____ Date _____
Ticket No. _____





For UDC Parking Operations Office Use Only
Authorized by _____ Date _____
Processed by _____ Date _____
Ticket No. _____ - _____

