Code Order Form
(Form must be completed for processing)

PARKING AND TRANSPORTATION SERVICES
INDIANAPOLIS

To submit request: Download form, complete in full and send form by email to iuipark@iu.edu.

Customer Contact Information

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

Request Summary

Meeting/Event Description:

Meeting/Event Date(s):

Estimated number of Attendees: | Parking Location(s):

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

Account #:	Sub Account #:	Object Code:

Fiscal Officer/Appoved Delegate Printed Name and Signature:

Signature on form authorizes IUPUI to charge for all expenses related to codes. Departments using an internal account may not purchase a code for any IUPUI employee. The code holder is responsible for compliance with all IUPUI Parking Regulations found at www.parking.iupui.edu/pages/rules.asp.

NOTE : Codes should be treated as though they are cash.Departments are responsible for safeguarding their codes and should take steps to ensure they are only given out to the intended users. If you suspect misuse of code, please contact permits@iupui.edu to deactivate the code immediately. Your account will be charged every time the code is utilized, even if used by unintended parties.

**********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:** $ -

Types of Charges:	**8117-Internal**	**8119-External**	
Date Submitted for Processing:		PTS Employee:	

Notes: | Revised: HAS 9/12/2018