



# SAMUEL MERRITT UNIVERSITY

## Parking Voucher Request Form

### Instructions:

1. **Submit a request in the BMC System.**
2. Complete the form below and get approved by your Department Manager/Head.
3. Return the completed form to the Facilities Office
4. Please allow 2 week for processing the order.
5. The costs of the parking vouchers will be charged to the requesting department, based on the number of vouchers purchased.

**Please complete all the fields of this form and submit a request in the BMC System. Failure to submit request without at least two-week notice may delay processing and delivery of vouchers.**

**Date Requested:** \_\_\_\_\_ **Parking Vouchers required By:** \_\_\_\_\_

**Requesting Department:** \_\_\_\_\_ **Dept. Cost Center:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Please Print)

**Name of Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_  
(Department Supervisor/ Manager Print Name and Sign)

### ORDER REQUEST

Type of Coupon	Departmental Cost	Quantity	Total Cost
\$ 2.00 Discount	\$2.00 per ticket	_____	_____
Free	\$0.50 per minute up to 30 min. \$6.00 maximum	_____	_____
		<b>TOTAL QTY.</b> _____	<b>TOTAL COSTS</b> _____

**Issued by:**  
\_\_\_\_\_  
Facilities Department

**Received by:**  
\_\_\_\_\_  
Recipient Signature

**Amount of stickers received:** \_\_\_\_\_

**Date:** \_\_\_\_\_