

DEPARTMENTAL ONE-USE GARAGE CARD REQUEST

09/09

Account Information

I authorize Parking & Transportation Services to IDT from the following account _____
for the department of _____ for all parking charges
and/or cards. One-use garage cards are priced at \$5 per card and in quantities of five or more only. Please IDT
the above account for _____ total cards.

Purpose of Cards (you must select one)

- Multiple uses throughout the semester (no more than 25 cards used per day)
- Single use for a special event

For single use or large functions where multiple cards will be used in a single day, we request that you provide the following information to ensure adequate garage staffing:

Date of event: _____ Garage(s) used: _____

Time of event: FROM ____ : ____ a.m. p.m. TO ____ : ____ a.m. p.m.

Authorization

Signature: _____ Date: _____

Print name: _____

Contact e-mail address: _____

Contact phone: ____ - ____ - ____

Name of person authorized to pick up cards (*must present photo ID*): _____

Signature for pickup: _____

Note: Cards may not be used/redeemed at the Conference Center Garage (CCG). One-use cards do not allow in and out privileges throughout the day. Additionally, there are no refunds on one-use card purchases.

OFFICE USE ONLY

Cards Issued: _____

By: _____

Garage: _____

Date: _____