



# PARKING AND TRANSPORTATION SERVICES

OFFICE OF AUXILIARY SERVICES  
Division of Finance and Administration

## Request for New Parking Validation

For new validation customers and existing customers wishing to obtain additional validation numbers.

*Please retain a copy for your records.*

**For orders send an email to [validate@iupui.edu](mailto:validate@iupui.edu) or fax to (317) 274-5812.**

The validation number assigned to you will be your unique identifier that you will use to place all ticket orders. This is the only time you will have to provide account information and validation type.

**Gray boxes indicate required fields.**

### Account Information

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

Today's Date:	<input type="text"/>	Department / Office:	<input type="text"/>
Billing Address:	<input type="text"/>		
Account / Cost Center:	<input type="text"/>	Sub Account:	<input type="text"/>

### Account Manager Information

### Contact Person Information

Account Manager Name:	<input type="text"/>	Contact Person Name:	<input type="text"/>
Account Manager Phone:	<input type="text"/>	Contact Person Phone:	<input type="text"/>
Account Manager Email:	<input type="text"/>	Contact Person Email:	<input type="text"/>

### Validation Type

Validation Type allows you the option of selecting how much you would like to cover for the amount of time your guests and visitors spend in the garages.

\* **Option 1** allows your department to cover 100% of the costs.

\* **Option 2** allows you the flexibility of covering up to a certain amount of hours. Your guests will then be responsible for the balance of the fee if they exceed the amount of hours.

Option 1: 100 % covered       Option 2: We will cover up to \_\_\_\_\_ hours in the garage.

Please visit our website <https://parking.iupui.edu/pages/park/visitors/visitorRates.asp> for the current hourly garage rates.

Account Manager Signature:  Date:

**Orders will be processed within 10 business days; a fee of \$75.00 will be charged for all rush orders.**

You will be contacted via email once your new validation number is assigned. At that time you will be able to place an order for validation tickets.

### Parking & Transportation Services Use Only

Validation Number Assigned:  Reviewed & Approved By:

Revised: HAS 9/12/2018