



Auxiliary Enterprises

Parking Validation Ticket Order Form

Internal
Guest Validation Ticket Request

Please retain a copy for your records.

Please Print Clearly

Order Information

To submit request: Download form, complete in full and email form to AuxiliaryServices@udc.edu or call (202) 274-6181.

Today's Date:

Type of Validation:

of Validation Tickets Requested:

- ☐ 100% Complimentary
- ☐ 50%
- ☐ University Discount
- ☐ Other

Date Needed By:

All orders will be processed within three (3) business days.

Contact Information

Department / Office:

Point of Contact (Name & Title):

Contact Phone #:

Contact Email Address:

Method Of Payment (P-Card ONLY)

Date of Payment:

Date:

Note: Upon payment, proceed to the Parking Operations Office in Building 39, Room CC04; with receipt and form to schedule order pick-up. A UDC Onecard is required to pick up validation tickets. Check box to acknowledge.

☐

Received By

By signing this form, I acknowledge that all validation tickets are accounted for. I received _____ validation tickets.

Received By Name / Signature:

Date:

Parking Operations Use Only

Validation Batch #'s:

Notes:

Revised: OAE Form #2 2/2020