

YELLOW SCRATCH DAY PERMITS – CAULFIELD PICK UP

Requesting Department:..... Campus:

PLEASE COMPLETE ONE OF THE FOLLOWING

SAP Account Codes:
 G/L Account: 742061
 C/Centre: _____
 Fund: _____

OR

Debtor NO:

Please Invoice: _____

Inter-company Journal: _____

COVERING MEMOS ARE NOT REQUIRED

Permit Details (Please use block letters):

Tickets come in lots of 10	TOTAL NUMBER	Office use No from	Office use No to
_____ X 10			

Name of Authorising Officer (please print): Ext:

Signature of Authorising Officer:

Permit requests should be faxed to the Security & Traffic Caulfield office on
9903-1587

We will advise when they are ready for collection.

Parking charges of **\$6.50** (ex GST) per permit per day will be levied upon receipt of this request.
 The University gives no undertaking that a parking space will be available in any particular place or area.

**Please note these are to be picked up in bulk from building B
Security office due to the value of the tickets.**

Picked up by _____

Signed _____ / /2009