

YELLOW SCRATCH DAY PERMITS – CLAYTON PICK UP

Requesting Department.....

Campus.....

PLEASE COMPLETE ONE OF THE FOLLOWING

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

OR

Please Invoice: <input type="checkbox"/>	Debtor NO: _____
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Inter-company Journal: <input type="checkbox"/>	_____
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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 Clayton office on **9905 5489**
Permits are ready for pick up after 24 hours of request.

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 61
Traffic and security due to the value of the tickets.

Picked up by _____

Signed _____ / /2009