

Voucher Request Form

Please Allow 5 Business Days for Processing

Name of Department or Organization:

Voucher Details:

Specify the location, duration and quantity in the box. Duration will reflect hourly rates for specified lot.

	7:30AM to 4:00PM Weekdays			After 4PM Weekdays All Day Weekends & Holidays	
Lots H & Underground Stadium	<input type="checkbox"/> 1 Hour	<input type="checkbox"/> 2 Hour	<input type="checkbox"/> 3 Hour	<input type="checkbox"/> Full Day	<input type="checkbox"/> Evening/Weekend
B, C, D, I, Q, G & Wilson Underground	<input type="checkbox"/> 1 Hour	<input type="checkbox"/> 2 Hour	<input type="checkbox"/> 3 Hour	<input type="checkbox"/> Full Day	<input type="checkbox"/> Evening/Weekend
DBHSC Underground & Surface	<input type="checkbox"/> 1 Hour	<input type="checkbox"/> 2 Hour	<input type="checkbox"/> 3 Hour	<input type="checkbox"/> Full Day	<input type="checkbox"/> Evening/Weekend

Contact Information:

This section is to be filled out by representative requesting and picking up vouchers.

Requester Name:

Contact Phone Number:

E-mail Address:

Mosaic Department or Project Approver Name*(please print):

Mosaic Department or Project Approver Signature*:

Payment Type:

Please check mark and indicate how the requested vouchers will be paid for.

McMaster Chart-Field String: _____

Debit Card Credit Card Cheque Cash - Main Office
ET Clarke Centre

Please Complete Form, Scan and Send As Attachment to parking@mcmaster.ca

FOR INTERNAL USE ONLY

Parking Staff Signature: _____

Recipient Signature: _____

Batch Number: _____

Please Print Your Name: _____

For our policy on refunds for unused vouchers, please visit: parking.mcmaster.ca/special_events.html

*Note: If the chart field string provided includes a project ID then the form must be signed by the Principal Investigator or Delegate. If there is no project ID, the form must be signed by the Mosaic Department Manager Approver. For external entities, appropriate manager approval is required.