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.

<table>
<thead>
<tr>
<th>Lots H &amp; Underground Stadium</th>
<th>7:30AM to 4:00PM Weekdays</th>
<th>After 4PM Weekdays</th>
<th>All Day Weekends &amp; Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Hour</td>
<td>2 Hour</td>
<td>3 Hour</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Full Day</td>
<td>Evening/Weekend</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lots B, C, D, I, Q, G &amp; Wilson Underground</th>
<th>1 Hour</th>
<th>2 Hour</th>
<th>3 Hour</th>
<th>Full Day</th>
<th>Evening/Weekend</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBHSC Underground &amp; Surface</td>
<td>1 Hour</td>
<td>2 Hour</td>
<td>3 Hour</td>
<td>Full Day</td>
<td>Evening/Weekend</td>
</tr>
</tbody>
</table>

**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 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.