

UMHS STAFF COUPON ORDER FORM

All coupons and passes are valid for use at the Parking A and Parking C patient and visitor parking areas only. All Coupons must be used within the fiscal year July – June. The issue and valid dates are printed on the face of the coupons and passes. **There is a minimum order of 10. We reserve the right to limit quantities.**

	Quantity	Minimum order of 10
<input type="checkbox"/> House Officer Parking Coupon	_____	
<input type="checkbox"/> On-Call/Stay Over Coupon	_____	

Coupons are valid at the Parking A (Taubman) and Parking C (CVC) patient and visitor parking areas only. See page 2 for rules and regulations.

Orders may be picked up from the Attendant Services office (at the address above) **Monday- Friday 9 a.m. to 3 p.m.** Please allow **3 business days** after the request for processing. For security reasons, we cannot mail completed orders.

UNIT/DEPARTMENT & CONTACT INFORMATION

Completion of this information is required for House Officer Parking Coupons and On-Call/Stay-Over Coupons.

Date: _____ Phone: _____ Fax: _____

Contact Name: _____

Department Name: _____

Department Address: _____

SERVICE UNIT BILLING AUTHORIZATION

Shortcode to be Billed: _____

I authorize the above prepaid coupons to be billed to the departmental shortcode. I certify that the payment is in compliance with all conditions imposed by the funding source.

I certify that the use of these coupons will be in compliance with the coupon rules and regulations.

Authorized Signature: _____ Date: _____

Name Printed: _____

PARKING SERVICES OFFICE USE

Coupon Numbers: _____ Supervisor: _____ Date: _____

On-Call/Stay-Over Coupons

On-Call/Stay-Over Coupons are for staff who are called into work early (emergencies, staff shortages, etc.) or are asked to stay over from their regular shift. **Staff must have a valid parking permit (Blue, Yellow, Orange) to participate in this program. The coupons are a supplement to the staffs' regular parking options.** Coupons cost \$2 each and are billed to a departmental shortcode. They are valid only in Parking A and Parking C.

House Officer Coupons

House Officer Coupons are available to house officers, via their clinical residency program, who occasionally need to park between 9:00 a.m. and 4:30 p.m. The coupons cost \$2 each.