

Cabcharge eTicket –Request / Authority

Fax completed form to 8946 **7070** and hand deliver original when advised etickets available for collection.

**** A separate form is required for each cost code ****

Custodian details

Name:

Position Title:

Location (including room number):

Phone:

I acknowledge that Cabcharge eTickets must be treated as cash & stored securely at all times.

Signature: Date:

Pack/s of 10 eTickets required. (maximum issue limited to 5 packs (50 etickets) per costcode)

**** eTickets have an expiry date –please do not request more than you will use within a six (6) month period****

Authorised by

Name:

Position Title:

Signature: Date:
(Head of Office/Faculty/School/Service)

Costcode: / / 337/ 09 /

eTickets can be collected from Finance and Asset Services, Accounts Payable, Ground Floor Building 28, Casuarina Campus. If you are not on campus please ring 8946 **6262** or 8946 **7087** to make alternate arrangements.

Where the custodian is not able to collect approval may be given to another staff member by the custodian.

Approval is granted for:

Name:

- to collect the above approved Cabcharge eTickets on my behalf.

Signature: (collector) Date:

Signature: (custodian) Date:

Office use only:

Pack number eTicket numbers to

Pack number eTicket numbers to

Issued by:..... Date:

