

# Cabcharge eTicket –Amendment / Authority

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

**Current Custodian:** .....

Reason for change: .....

**eTicket details:**

Numbers not yet issued –handed to new custodian on ..... / ..... / .....

.....  
.....  
.....

Signature: ..... Date: .....

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**New details:**

Custodian 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: .....

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**Authorised by:**

Name: .....

Position Title: .....

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

Costcode: ..... / ..... / 337/ 09 / .....

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**Office use only:**

Pack number ..... eTicket numbers ..... to .....

Pack number ..... eTicket numbers ..... to .....

Detail updated by: ..... Date: .....

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