



Request for Cabcharge FAST eTickets

Attention: Cashiers Office
Revenue Services
Macquarie University 2109

I would like to request cabcharge FAST eTickets for business use as below:

Number of FAST eTickets required: ____ (maximum of 25 can be requested)

- I confirm that these items will be held under secure conditions
- I confirm that the **default cost centre** to bear all charges:

(1) No of tickets ____ please charge to ____/____/5164 (Staff)

(2) No of tickets ____ please charge to ____/____/5184 (Student)

(3) No of tickets ____ please charge to ____/____/5144 (Non-Staff/Student)

I am a delegated officer to comit expenditure on behalf of the University as per **Delegations of Authority Policy** for above cost centre.

Name _____ Position _____

Division / Office _____

Signature _____ Date _____

Third Party Pick-up

I authorise below staff to pick up Cabcharge on my behalf. I have also attached a photocopy of my staff card.

Name:

Finance use only

(1) Serial Numbers _____ to _____ --> ____/____/5164 (Staff)

(2) Serial Numbers _____ to _____ --> ____/____/5184 (Student)

(3) Serial Numbers _____ to _____ --> ____/____/5144 (Non-Staff/Student)

I confirm above mentioned staff has picked up cabcharge FAST eTickets:

Name: _____

Signature: _____ Date: _____