Recharge Request for Campus Provided Goods, Services, or Entertainment

Request Date:

Unit Providing Service/Goods: TAPS
Contact Name: TAPS Sales Office
Phone: 9-4543
Email: tapssales@ucsc.edu

Unit Requesting Service/Goods:
Requestor Name:
Phone:
Email:

Description of Goods and/or services

Specify permit type and quantity:
- Full day Permit ($6)
- 4 Hour Permit ($3)
- Official Use ($870)
- Physical Plant ($870)

**The minimum order requirement per recharge form is $60 and the maximum order quantity is 50 permits. Orders for less than $60 cannot be fulfilled.

Delivery option:
- Send permits to Kiosk for individual guest to pick up
- Requestor will pick up permits at Sales Office (photo ID required)
- Another person will pick up permits at Sales Office (photo ID required)
  - Name:
- Mail to campus mail stop**
  - Please specify:

**Please note that by selecting Campus Mail, you are acknowledging that TAPS is not responsible for any items lost or stolen. Permits lost in the mail cannot be refunded or replaced.

Any special instructions for guests (specify pick-up date):

Required FOPAL Information:

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Org.</th>
<th>Account</th>
<th>Activity</th>
<th>Debit ‘D’</th>
<th>Credit ‘C’</th>
<th>Description</th>
<th>Doc Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorization for Charge (Debit)

Authorization for Credit

Submit this recharge form to: tapssales@ucsc.edu

There is a 50 cent fee for any permit that is returned.
We offer a 6 month grace period after the expiration year to refund any permit, which also incurs a .50 cent per permit processing fee.