

## Syracuse University 2019-2020 STANDING ACCOUNT INFORMATION FOR DEPARTMENT GUEST RESERVATIONS Form

Print all information clearly. Incomplete forms may be delayed in processing.

Department Name (Full Name, no abbreviations please):

\_\_\_\_\_

Department Address: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Phone and Email address: \_\_\_\_\_

Additional Authorized Contact Names:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ID # for payment: (Please send original signed ID, required for processing.) \_\_\_\_\_

Please print name of authorized ID signee: \_\_\_\_\_

**When complete**, you may submit this form **with original inter-departmental order (ID)** by bringing it to our office in person or mailing it to Parking and Transit Services, 621 Skytop Road Suite 190, Syracuse, NY 13244.

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