

THE UNIVERSITY OF NOTTINGHAM DAY VOUCHER APPLICATION FORM

FOR USE BY AUTHORISED SCHOOLS & DEPARTMENTS ONLY

(Book of 25 Vouchers)

**Please complete this form in full and return it to:
Security, Hallward Library, University Park, NG7 2RD.**

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

SCHOOL/DEPARTMENT

EXTENSION NO.

BUILDING

ROOM NUMBER

PERSON APPLYING ON BEHALF OF SCHOOL (MUST BE AUTHORISED PERSON, E.G. SCHOOL/DEPARTMENT/HALL MANAGER)

POSITION/ JOB TITLE

PROJECT CODE FOR RECHARGING

DECLARATION

I will ensure that:

- Vouchers will only be issued to authorised important visitors (general visitors should use the pay and display facilities).
- That no Vouchers will be issued to University staff or registered students (refer to Head or Deputy Head of Security for exceptional circumstances).
- That users will be advised to comply with the University Traffic Regulations and parking guidance (available at <http://www.nottingham.ac.uk/estates/security/carparking.aspx>).
- That the Control Sheet will be maintained in the School/Department to provide details of the issue of each voucher (control sheet to be issued with vouchers by Security Office).
- That the Control Sheet will be available for examination by Security.
- That the Control Sheets will be returned to Security when completed for the issue of all 25 vouchers.

I accept that abuse of the day voucher procedure may result in this facility for the School/Department being withdrawn.

SIGNED

DATE

OFFICE USE ONLY

VOUCHER NUMBERS

DATE ISSUED