

NYU Ticket Central

A Division of **NYU Campus Services**

60 Washington Square South, Room 206

(212) 998-4941

(212) 995-4961 (fax)

METROCARD ORDER FORM

DATE OF REQUEST: _____ DATE METROCARDS ARE NEEDED: _____

CLUB/DEPARTMENT: _____

CONTACT NAME: _____ PHONE: _____

FAX: _____ EMAIL: _____

Please indicate MetroCard products requested in the chart below:

PRODUCT	DESCRIPTION	NOTES	# OF CARDS REQUESTED	TOTAL DOLLAR AMOUNT
\$4.50 MetroCard	2 rides	Only available in batches of 50		
\$10.51 MetroCard with Bonus	5 rides (\$11.25 value)	Any quantity can be ordered. No service fee on orders \$500.00 or less.		
\$21.03 MetroCard with Bonus	10 rides (\$22.50 value)	Only available in batches of 50		
\$29 7-Day Unlimited Pass	7 days of unlimited rides from initial use	Only available in batches of 50		
\$42.06 MetroCard with Bonus	20 rides (\$45 value), batches of 50	Only available in batches of 25		
\$51.40 MetroCard with Bonus	24 rides (or 10 express bus trips, \$55 value),	Only available in batches of 10		
\$104 30-Day Unlimited Pass	30 days of unlimited rides from initial use	Only available in batches of 10		
Service Fee: \$25.00 on orders less than \$2500.00, except as indicated, or 1% of order total for larger orders.			-	\$
TOTAL: (MetroCard value plus service fee)			-	\$

See next page for payment information.

Method of Payment: (circle one)

CASH DEPT CHECK DEPT TRANS CREDIT CARD CAMPUS CASH

There is a \$25 or 1% service charge added for all MetroCard orders, except for orders consisting of only \$10.51 MetroCards (orders \$500.00 or less).

This request form must be submitted at least 5 business days prior to the date which you expect delivery of the MetroCards. The manager of Ticket Central will call you within 2 business days to verify MetroCard quantities and payment information. Once this information is verified, Ticket Central will place an order on your behalf. **Once orders are placed, they cannot be cancelled.** Payment is due according to the information listed on this form. **No exchanges or refunds.** Ticket Central is not responsible for lost or unused MetroCards. **All sales are final.**

I have read the information on the front and back of this form carefully and agree to its terms.

Signature: _____

If paying by department transfer, please complete the following:

ACCOUNT #: _ _ _ _ _ - _ _ _ - _ _ _ _ _ - _ _ _ _ _

Name of person authorized to transfer funds: _____

Signature: _____

Your department's account will be charged the amount of the MetroCards plus applicable service fee once they are ordered by Ticket Central. The Ticket Central service charge may appear as a separate charge on your budget reports.

If paying by credit card, please complete the following:

ACCOUNT #: _____

EXPIRATION DATE: ____ / ____

Name on credit card: _____

Signature: _____

Your credit card will be charged the amount of the tickets plus applicable service fee once they are ordered by Ticket Central.

If paying by cash, campus cash, or department check, please read the following:

Payment for MetroCards and the Ticket Central service fee must be rendered before Ticket Central can process your order. Payment can be made at Ticket Central's box office window during our regular business hours.
