University of Michigan Hospitals and Health Centers  
Office of Contract Services  
Valet Voucher Distribution and Completion Guidelines

1) Each valet voucher must be completed in its entirety, or as follows:  
Department, appointment date, short code, fund, department ID, sub class, project grant  
(if applicable), and program (if applicable). If voucher is not completed correctly, then  
valet attendant will not accept, and voucher becomes void.

2) Only original valet voucher(s) will be accepted. Shortcode and Department ID must be  
included. Valet attendants will not accept duplicates or copies.

3) Each valet voucher must be signed and contain a signature from an authorized signer of  
that specific department. (Signature stamps will not be accepted.)

4) Valet vouchers will only be distributed from the Office of Contract Services, 300 North  
Ingalls and/or from the University Hospital Welcome Desk (last minute request only).  
Requests should be directed to Craig Luck and/or Jennifer Purdy, (76)3-9458, 300  
North Ingalls, Office 4C01B, SPC 5427.

5) Departments or programs will no longer be able to construct/administer department  
specific voucher(s).

6) The Office of Contract Services will issue the number of valet voucher(s) requested by  
each department.

7) Unused valet voucher(s) cannot be returned. Departments will be expected to utilize  
them for future requests.

8) The Entrance Attendant Program Manager, Gregory Lambert will continue to accept  
completed valet voucher(s) in advance upon prior arrangements.

9) If you have any questions, please contact Jennifer Purdy or Craig Luck@ (76)3-9458.