

Bagged Meter Request Form

Order # _____

The following is a request to bag parking meters. The cost to bag a meter is **\$8.00/day** per meter **Monday thru Saturday** (except holidays). The request must be received **24 hours** in advance. If bagged meters need to be extended please contact our office at 505-924-3950.

PLEASE PRINT

Date: _____ Purpose: _____

Company Name: _____

Contact Person: _____

Address: _____ Phone Number: _____

Email Address: _____

Meter #'s: _____

Location: _____

Date to pay meters: _____ (AM, PM) Date to remove bags : _____ (AM, PM)

Total days bagged: _____ Total meters bagged: _____

Terms and Conditions:

*Customer will be responsible for blocking off meters, bagging them and removing bags after use. Failure to remove bags after use will result in additional charges.

*Bagged meters are revocable and can be revoked without cause.

*Sunday parking is free, however if you would like to reserve a specific parking meter, standard bagging rates will apply.

*Refunds, credits or exchange of dates are not permitted.

*Meters for tour buses are on a case by case basis and applications may be rejected.

Signature: _____

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Revised 08/20/19

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TO BE COMPLETED BY OFFICE STAFF ONLY

___ DAYS X ___ # OF METERS X \$8.00 PER DAY = \$ ___ TOTAL

Cash Money Order Check# _____ Receipt # _____

For City Dept. Only Fund _____ Dept. # _____ Activity# _____

Received By: _____

Total # of Bags Issued out _____

Manager Approval: _____

JE Submitted Date: _____

A/R Submitted Date: _____

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