



## Request for Customer Credit

<b>Originator (MetroParks employee):</b>	<b>Date:</b>
<b>Facility/Program/Event:</b>	<b>Date of reservation:</b>
<b>Reason for Credit Request:</b>	
<b>Issue Credit to (Customer name):</b>	
<b>Mailing address:</b>	
<b>Phone number:</b>	
<b>Total Amount Due for Reservation, etc.</b>	<b>\$</b>
<b>10% of Total Amount Due</b>	<b>\$</b>
<b>Total Amount Paid</b>	<b>\$</b>
<b>Total Credit Requested</b>	<b>\$</b>
<b>Originator signature:</b>	
<b>Below for MetroParks use only</b>	
<b>Approved Credit amount:</b>	
<b>Manager of Visitor Services Approval</b>	<b>Date</b>
<b>Deputy or Assistant Director Approval</b>	<b>Date</b>
<b>Financial Services Approval</b>	<b>Date</b>

Visitor Services:

Date Letter sent: \_\_\_\_\_

Date entered into database: \_\_\_\_\_