

Application to Use the Employee Parking Lots

Step 1

Full Name			
Day Time Phone		Employee ID number	
Company Name (If Applicable)		Job Location / Discipline	

Step 2

Today's Date			
Start Date:		End Date:	
Specify the Parking Lot	<input type="checkbox"/> Student Parking Lot Only <input type="checkbox"/> Student / Staff Parking Lot		

Step 3

Please obtain the necessary approvals as indicated in the table below then take this document in person to the Business Office for processing.

Action	<input type="checkbox"/> Certificated and Classified	<input type="checkbox"/> Adjunct Instructor	<input type="checkbox"/> All Others
<input type="checkbox"/> To obtain a temporary parking permit	Temporary parking permits are available at the Business Office and or in your department. No approval is necessary.	Human Resources or Department Chair Signature <input style="width: 100px; height: 20px;" type="text"/>	Human Resources Signature <input style="width: 100px; height: 20px;" type="text"/> Department Chair Division Manager Signature <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> To obtain a permanent parking decal <input type="checkbox"/> To replace a lost parking decal	Human Resources Signature <input style="width: 100px; height: 20px;" type="text"/>	Human Resources or Department Chair Signature <input style="width: 100px; height: 20px;" type="text"/> The signature above certifies this individual is on the Hourly Seniority List	Not Applicable
<input type="checkbox"/> To activate a new ID gate card <input type="checkbox"/> To replace a lost ID gate card	Human Resources Signature <input style="width: 100px; height: 20px;" type="text"/>	Human Resources or Department Chair Signature <input style="width: 100px; height: 20px;" type="text"/>	Human Resources Signature <input style="width: 100px; height: 20px;" type="text"/> Vice President (Contractor Only) Signature <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> To obtain a blank access gate card or contractor card	Not Applicable	Not Applicable	Department Manger Signature <input style="width: 100px; height: 20px;" type="text"/> AVP or Director of Facilities Signature <input style="width: 100px; height: 20px;" type="text"/>
<input type="checkbox"/> To obtain an additional ID gate card— <u>Fill out justification on reverse side</u>	Human Resources Signature <input style="width: 100px; height: 20px;" type="text"/> Vice President Signature <input style="width: 100px; height: 20px;" type="text"/>	Human Resources Signature <input style="width: 100px; height: 20px;" type="text"/> Vice President Signature <input style="width: 100px; height: 20px;" type="text"/>	Not Applicable

Step 4

Signature	My signature attests that I will abide by the parking policy.	Your Signature <input style="width: 90%; height: 25px;" type="text"/>	Date <input style="width: 90%; height: 25px;" type="text"/>
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The Business Office will fill out step 4 information below.

Business Office Gate Card and Parking Decal Fees Fee Schedule Parking Decal \$ 1.00 Gate Card \$ 10.00	Gate Card Number Issued	<input style="width: 90%; height: 20px;" type="text"/>	Gate Card Number Issued	<input style="width: 90%; height: 20px;" type="text"/>	Gate Card Number Issued	<input style="width: 90%; height: 20px;" type="text"/>
	Decal Number Issued	<input style="width: 90%; height: 20px;" type="text"/>	Decal Number Issued	<input style="width: 90%; height: 20px;" type="text"/>	Decal Number Issued	<input style="width: 90%; height: 20px;" type="text"/>
	Amount Paid	Paid <input style="width: 90%; height: 20px;" type="text"/>	Amount Paid	Paid <input style="width: 90%; height: 20px;" type="text"/>	Amount Paid	Paid <input style="width: 90%; height: 20px;" type="text"/>