

2010 ECOPASS Replacement Agreement



UNIVERSITY OF
DENVER

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REPLACEMENT ECO PASS application only. For initial or annual renewal Eco Pass go to du.edu/transcenter/

Select only one of the following:

Damaged - Must surrender old pass, No Fee

Stolen - Fee Applies

Lost - Fee Applies

Once you complete this form on your computer, please print and send to Human Resources, attn: Eco Pass Coordinator:

Interoffice:

Fax:

Email (save as with different file name and send to):

In Person: MRB 4th Flr. Please call x14282 or x14285

MRB 4th Flr

303-871-3656

yongsin.kim@du.edu or annabelle.allen@du.edu

prior to coming over if immediate review is needed.

HR will review and confirm your eligibility and return the form to you (via interoffice), once received, please proceed to the Transportation Center in the Evans Parking Structure for replacement. Please note: Parking Services can not issue passes, and the Transportation Center can not issue replacements without this form completed by HR.

Date: OLD ECOPASS #: (leave blank if unknown) DU ID Number:

Last Name: First Name:

Organization: Extention Email:

AGREEMENT: (please sign and bring to Transportation office when authorization is received)

As an active, benefited employee of the University of Denver, I acknowledge receipt of one Eco Pass sticker valid for a period from December 1, 2009 to December 31, 2010. By my signature, I agree to the conditions of the Pass that are specified below:

1) The pass is valid only while I am actively employed by the University of Denver. Should my employment with the University be terminated, **I agree to surrender the Pass to the Human Resources Office (Mary Reed, 4th Flr) or the DU Transportation Center on or before the last day of employment.** I also acknowledge that failure to return the pass on or before my last day of employment will result in a fee deducted from my final paycheck or billed up to **\$200.00** based on date of separation from the University.

2) I understand that if my DU ID is lost or stolen and I choose to get a replacement pass, I will be charged up to \$25 (\$5 charge will apply for replacement providing a valid police report with the case number listed for the first occurrence only) and \$50 for the second. I will not be charged a replacement fee if a new DU ID is issued and am able to return my current Eco Pass. I understand that I am allowed only two (2) replacement passes in a calendar year.

Signed By _____

HUMAN RESOURCES USE ONLY

TOTAL DUE

Fee Waived, provide reason and HR Mgr signature.

Received/Processed Date:

\$25.00 1st Lost Replacement fee

\$5.00 1st Stolen Replacement fee with police report (must contain the case number and station phone number for verification). Must attach scanned copy or send a copy of the report to HR, MRB 4th Flr, Attn: ECOPASS Coordinator

\$25.00 1st Stolen Replacement fee without police report

\$50.00 2nd Lost or Stolen Replacement fee

EC Approval:

TRANSPORTATION CENTER USE ONLY

Received/Processed Date:

If amount other than that noted by HR was collected, please provide explanation below:

Processed by:

FEE COLLECTION:

CHECK/CASH:

AMOUNT COLLECTED:

NEW ECOPASS #:

AFFIX OLD
ECOPASS HERE