

UMHS Patient/Visitor Coupon & Pass Order Form

All coupons and passes are valid for use at the P2 structure patient and visitor parking areas only. All coupons must be used within the fiscal year July – June. The issue and valid dates are printed on the face of the coupons and passes. **There is a minimum order of 10. We reserve the right to limit quantities.**

Form Instructions:

- **Complete** each section of the form
- Print and fax this form to 734.763.7135 or mail or deliver to

Attendant Services
 P3 Room 2014 Level 1A
 1500 East Medical Center Drive, 0309
 Phone: 734.764.7474

Coupon Order Information

Coupon Type	Quantity
<input type="checkbox"/> Complimentary Patient and Visitor Coupon	_____
<input type="checkbox"/> Patient and Visitor ID (Validation) Coupon	_____
<input type="checkbox"/> Inpatient-Visitor Parking Pass (multiple days)	_____
<input type="checkbox"/> Blank Parking Tickets	_____

Coupons are valid at the P2 patient and visitor parking areas only. See page 2 for rules and regulations.

Orders may be picked up from the Attendant Services office (at the address above) **Monday – Friday 9 am to 3 pm.** **Please allow 3 business days** after the request for processing. For security reasons, we cannot mail completed orders.

Service Unit Billing Authorization

Date: _____ Phone: _____ Fax: _____

Contact Name: _____ Dept Name: _____

Dept Address: _____

Shortcode: _____

I authorize the above prepaid coupons to be billed to the departmental shortcode. I certify that the payment is in compliance with all conditions imposed by the funding source.

I certify that the use of these coupons will be in compliance with coupon rules and regulations.

Signature: _____

Attendant Service Office Use

Coupon Numbers: _____ Supervisor: _____ Date: _____

All coupons are valid at the P2 patient and visitor parking areas only.

It is the department's responsibility to ensure they are used in accordance with the stated rules and to safeguard them from misuse, loss or theft. It is highly recommended that administrative responsibility for the coupons or passes be tightly controlled.

Parking and Transportation Services reserves the right to deny future requests for coupons, passes or vouchers to departments who fail to comply with the rules for their use.

Complimentary Patient/Visitor Coupons

Complimentary Patient/Visitor Coupons provide one free exit from the P2 parking deck. Departments, clinics or offices may issue the coupons to their visitors and patients only. Under no circumstances are they to be issued to University faculty, staff (regular, temporary, contract or supplemental) or students. Coupons cost \$2 each and are billed to a department shortcode. Completion of an issuance log is required and must be returned to Attendant Services before subsequent orders can be filled. Unused Complimentary Patient/Visitor Coupons may be returned to Attendant Services before the end of the fiscal year for a full refund. Responsibility for coupons rests solely with the departments. Attendant Services cannot accept any responsibility for lost or stolen coupons.

Patient/Visitor ID (Validation) Coupons

Patient/Visitor ID Coupons are used to identify visitors (including those who accompany outpatients to appointments in separate vehicles), inpatients, their families and inpatient visitors for the reduced parking fee. They are not to be issued to outpatients, University faculty, staff (regular, temporary, contract or supplemental), students or vendors except in accordance with this restriction. Coupons are valid for one reduced fee exit from the P2 parking deck. The reduced parking fee is \$1 for the first hour and \$2 per hour thereafter for each 24-hour period. Completion of an issuance log is required and must be returned to Attendant Service before subsequent orders can be filled.

Inpatient Parking Pass

Inpatient Parking Passes are for family and friends of inpatients only; maximum of 4 may be issued per inpatient. They are not to be issued to University faculty, staff (regular, temporary, contract or supplemental), students or vendors except in accordance with this restriction. The pass allows the user to come and go multiple times per day for one parking fee from the P2 parking deck. The reduced parking fee is \$1 for the first hour, up to a maximum of \$2 for each calendar day. The passes may also be used to provide multiple days of validation for the lower parking fee. The pass is to be completed by the issuer. Passes may be issued for a maximum of 14 calendar days. After 14 days, a new pass is required.

Blank Parking Tickets

Blank Parking Tickets are for patients or visitors who forget to bring their parking ticket into the Medical Center for validation. The blank ticket can be validated for the reduced parking rate for such patients and visitors. They are not to be issued to or used by University faculty, staff (regular, temporary or contract or supplemental), students or vendors.