

UND Weekly Guest Parking Pass Request Form

All University guests have the option of parking in the Parking Ramp, Visitor Pay Lot, or in metered parking at their own expense. University departments may provide parking services to persons invited to campus for official University business. Departments may provide parking to their guests at no charge to the guest. Weekly Guest Parking passes are an allowable cost for UND departments for UND business purposes only.

Guest Parking Passes:

- Are valid for one week of parking (consecutive days).
- Are authorized to be used in zones "A", "S" or "A/S/H" (Brown).
- Are available from Parking Services in booklets of 10 passes for \$200 (\$20 each).
- Individual passes purchased by departments are no longer available in increments less than 10.
- Are not valid for Event Parking.
- Must be hung from rear view mirror.

University Departments are required to:

- Complete the *Weekly Guest Parking Pass Request* form and submit to Parking Services.
 - o The *Weekly Guest Parking Pass Request* form is located at: http://und.edu/student-life/parking/_files/docs/departmental-guest-parking-permit-request-form-weekly.pdf
 - o The charge to the department for the passes will be initiated by Parking Services and will post to the chartfield provided on the *Weekly Guest Parking Pass Request* form via journal entry/import. The reference number associated with these transactions will begin with "PRKT."
- Distribute Weekly Guest Parking Passes only to non-employees and non-students when purchased with university funds.
 - o Departments are not allowed to sell Weekly Guest Parking Passes to individuals.
 - o Unissued passes are non-refundable and do not carry an expiration date.
- Issue Weekly Guest Parking Passes for official UND business use only.
- Write the dates the pass is valid on the Weekly Guest Parking Pass prior to issuance; must be written in ink. (i.e. Jan 01, 2012-Jan 8, 2012)
 - o Passes must be completely filled out in order to be considered valid.
- Maintain a record log of who the passes were issued to, valid dates, and the purpose of the visit.
 - o These record logs need to be retained by the department and are subject to audit.
 - o The record log form is available from Parking Services and is located at: http://und.edu/student-life/parking/_files/docs/departmental-guest-parking-permit-record-log-weekly.pdf
- Inform the guest of the Weekly Guest Parking Pass regulations.

Departments not adhering to the Weekly Guest Parking Pass requirements may lose the privilege of purchasing future Weekly Guest Parking Passes.

UND Guests are required to:

- Hang the Weekly Guest Parking Pass on their rear view mirror.
- Ensure the guest parking pass is completely filled out by the issuing department.
- Park in zones "A", "S" or "A/S/H" (formerly "G").

These passes are not valid in zones designated for event parking.

Requesting Department: _____ Department Stop Number: _____

Department Contact: _____ Department Contact Number: _____

Number of Booklets _____

Funding Source to Charge. Please provide a UND funding source to charge (not an Alumni Foundation fund):

Account	Fund	Department	Program	Project	Amount
623200					
623200					
623200					

I agree to abide by all UND Parking Services regulations (located at und.edu/student-life/parking). I will provide the regulations to the university guests utilizing the Weekly Guest Parking Pass. I certify that the passes will be issued to university guests for UND business purposes only.

Authorized Signer Name (print)

Authorized Signer Signature

Date

