**Parking and building access for new employees**

🞏 Monthly parking

🞏 MTA/Daily parking

|  |
| --- |
| **HIRING MANAGER USE ONLY** |

**New Hire’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Last* *First* *Middle*

**Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School: \_\_**\_\_\_\_\_\_\_\_\_\_ **Pos. Req.:** \_\_\_\_\_\_\_\_\_\_

Please check the following: \_\_\_\_\_ Building Access has been requested \_\_\_\_\_ No building access needed \_\_\_\_\_\_ **No Parking Required**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **PARKING LIAISON USE ONLY** |

Department/School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ⭘ Faculty ⭘ Student ⭘ Staff ⭘ Contractor

Department Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Payment Source: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garage Assignment: \_\_\_\_\_\_\_\_\_\_\_\_ Replacement Name \_\_\_\_\_\_\_\_\_\_\_\_\_ Building Location(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking Liaison Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NEW EMPLOYEE - PLEASE COMPLETE AND SIGN**

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Preferred** **Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Preferred email: \_\_**\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | License Tag # |  | State |  | Vehicle Description |
| #1 |  |  |  |  |  |
|  |  |  |  |  | *Make Model Year Color* |
| #2 |  |  |  |  |  |
|  |  |  |  |  | *Make Model Year Color* |
| #3 |  |  |  |  |  |
|  |  |  |  |  | *Make Model Year Color* |

I have received the current University Parking Rules and Regulations and agree to abide by the regulations and penalties set forth there-in I understand that I park at my own risk and that the University is not responsible for loss or damage to my vehicle. I understand that the permit issued to me is for my own use and not to be used by other persons. I agree to surrender the permit/access card to Parking & Transportation Services upon termination of my employment or school.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature Date*

|  |
| --- |
| **FOR OFFICE USE ONLY** |

|  |  |
| --- | --- |
| Customer Account # |  |
|  |  |
| Date Assigned |  |
|  |  |
| Date Resigned |  |

PLEASE CHECK STATUS:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Staff P/D: |  | Staff Monthly: |  | Staff DLY: |  | Staff Debit: |  | PT Fac DLY |
|  |  |  |  |  |  |  |  |  |
| Housestaff: |  | Contractor: |  | Handicap: |  | Temp. Permit: |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Monthly: |  | Student DLY: |  | Student Debit: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *OneCard:* |  | *ProxCard:* |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Permit #: |  | Card #: |  | Garage: |  |  |  |
|  |  |  |  |  |  |  |  |
| Area Group: |  | Time Zone: |  | Payroll Code: |  | House Account #: |  |
|  |  |  |  |  |  |  |  |
| BC: |  | SECOM: |  | VERIFIED: |  |  |  |

Date Revised: 7/25/2013