THE UNIVERSITY OF MEMPHIS®
Parking and Transportation Services

Parking Pass Request

ALL INFORMATION MUST BE COMPLETED.

Forms submitted, where all portions have not been filled out, without the required paperwork and signatures will delay processing your request. We will not process any request without these requirements being met.

BILLING INFORMATION

Department _____   **Date** _____

Contact Person(s) _____   **Phone** _____

Email _____

For billing purposes, valid account information is required.

Please note: It is the responsibility of the department requesting Parking Passes to provide valid account information on this form. Should erroneous account information be submitted by the requesting department and the account billed, it remains the responsibility of the requesting department to correct these charges. Should the error have been made by Parking and Transportation Services, please notify us and we will make the correction.

INDEX	FUND	ORGANIZATION

ACCOUNT	PROGRAM	ACTIVITY

FOR FOUNDATION ACCOUNTS ONLY

Foundation Account Title _____ **Account #** _____

Mailing Address _____

Street Address   City   State   Zip

By signing this form you agree to adhere to and understand the University policy (procedure 2D:01:01J - Disbursement of Funds) for the distribution of Visitor Permits and Validation Coupons which indicates:

"University parking fees and permits for employees will not be paid from any University funds. This applies to regular or temporary faculty and staff, part-time and student staff, and any other individuals employed by the University."

_____
Printed Name of Approver/Principle Investigator

_____   _____
Signature of Approver/Principle Investigator   **Date**

Parking and Transportation Services
505 Zach Curlin Parking Garage
Memphis, TN 38152
Phone (901) 678-2212 Fax (901) 678-4962
parking@memphis.edu

Parking Pass Request

Garage Location   **Zach Curlin** _____   **Innovation** _____

Number of $4.00 Garage Validations   _____

Group Name _____

*Number of $3.00 per day 1 Day General Lot Invited Visitor Passes (Gray)   _____

*Yellow Visitor Passes (Used for extended period beyond 1 day)

Number of General Lots $3.00 Per day or $24.94 monthly, please specify timeframe   _____

_____

Number of Priority Lots $4.00 per day or $43.70 monthly, please specify timeframe   _____

_____

Please note: Complete times, garage location and details must be submitted along with request. We will not process any requests with "to be announced" details.

_____

FOR PARKING OFFICE USE ONLY

Permit/Coupon #'s - _____

Picked up By: _____   **Date:** _____

           (Please Print)

Additional Notes

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