

2009–2010 U-M DEPARTMENT PARKING APPLICATION

Use this application to request department parking options (annual or Department Pre-Paid Daily Parking). Please read the policies for **Permit Use and Restrictions** located on the back *before* completing the application. The administrator signing this form will be held responsible for the proper use of the permit within his/her department.

Application Instructions

- Complete each section of the application.
- Remember to indicate the desired parking option and quantity required.
- Under the Certification of Permit Use and Payment below, department head signature is required. Unsigned applications will not be processed.

| Parking Option(s) and Quantity | Department Information |
|---|--|
| <input type="checkbox"/> Yellow _____ <input type="checkbox"/> Orange _____ <input type="checkbox"/> Business Vehicle Permit _____ <input type="checkbox"/> Daily Business Vehicle _____ Pre-Paid Parking <small>(PTS will phone the department contact to finalize the arrangements.)</small> | Shortcode _____ Department _____ Contact Name _____ Campus Address _____ Telephone _____ |

Certification of Permit Use and Payment

I certify that the parking permits will be used in accordance with the Permit Use and Restrictions stated on the back of the application form. I further understand that Parking & Transportation Services (PTS), University Audits and others may investigate use of these permits to confirm compliance, and that non-compliance will result in the suspension of these parking privileges.

I certify that the use of University funds to purchase these permits is in compliance with all conditions imposed by the funding source.

 Department Head Signature Date

 Signature Name (Printed)

| Parking Services Office Use Only | | | CUSTID _____ |
|----------------------------------|--|-------------|--------------|
| | | Clerk _____ | Date _____ |
| Permit Numbers Issued | | | |
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Permits obtained with this form are to be used to carry out University business activities, including but not limited to: transportation to meetings, messenger activities, etc. and are to be shared by the department's staff. *Permits purchased by the department may not be used exclusively by one staff member, unless permission is granted by PTS.*

Parking Option Descriptions

Orange Parking — Parking typically requiring a short shuttle or bus ride. **Annual rate: \$208**

Yellow Parking — Parking within walking distance of campus core areas or next to U-M buildings in remote areas. **Annual rate: \$279**

Business Vehicle Parking — Parking in designated parking spaces in close proximity to U-M buildings. Also honored in any Blue, Yellow or Orange parking area and at the Taubman Parking Structure. New permits will be issued in July 2009. They will automatically renew each year until the device is returned to the PTS office. Department contacts will be notified by e-mail prior to the start of the new fiscal year regarding the renewal and for verification of the shortcode to bill. **Annual rate: \$749**

Department Business Vehicle Pre-Paid Daily Parking — A good alternative for departments that need Business Vehicle parking on an infrequent basis. Parking in Blue-gated structures ONLY in designated Business Vehicle spaces or in any regular Blue parking space. A \$100 debit payment (minimum) is required to participate, plus a \$20 deposit for each AVI device. The parking rate is \$5 for up to 4 hours of parking and \$9 over 4 hours for each weekday. The pre-payment will decrease with each park. The electronic display on the entrance reader will display the remaining balance each time the device is used. Once the fund has gone below the \$5 minimum parking fee, the AVI device will no longer activate the gates. Additional money may be applied at any time by e-mailing PTS. This option is not valid for surface parking lots.

Permit Use and Restrictions

Orange and Yellow Parking Permits

Orange and Yellow parking permits are:

- Not to be used to circumvent purchase of personal parking permits for University faculty, staff, temporaries or students.
- To provide short-term parking access.
- To be issued in compliance with regulations for appropriate use of University and federal funds.

Business Vehicle Parking Options

Business Vehicle parking options are:

- To authorize use of designated University Business Vehicle parking spaces for short-term parking access for meetings, messenger activities, etc.
- For department use only, to facilitate travel from offsite locations to campus core areas.
- To provide a convenient parking option for individuals within a department with job responsibilities/duties requiring regular and frequent travel between on- and off-campus locations.
- To be purchased in compliance with regulations for appropriate use of University and federal funds.

*Business Vehicle parking options are **not** to be used:*

- **For personal parking.** If a department is located on the Ann Arbor campus, individuals using the permit **must** purchase their own personal parking permits. Only departments located off-site where no U-M parking permit is required are exempt from requiring individuals to possess their own permits.
- Exclusively by one individual, unless permission is granted by PTS.
- To provide visitor/guest parking. The Departmental Guest parking program should be used instead.
- For all-day parking, except for extenuating circumstances.

Compliance

Parking & Transportation Services, University Audits and others may investigate use of the department parking options to confirm compliance. If non-compliance (misuse) is found, the authorizing administrator and department contact person will be notified. If the misuse continues, the department parking option(s) will be confiscated, and the department will no longer be allowed to purchase annual or daily department parking options. In addition, if a staff member is found to be using the permit for personal parking, the matter may be turned over to University Audits and Human Resources.

Reminder: University funds, regardless of the source, may not be used to purchase personal parking permits.