



Parking & Transportation Svcs

Parking Customer Service
777 North University
Ann Arbor, MI 48104-1611
Phone: (734) 764-8291
Fax: (734) 763-4041

SERVICE UNIT BILLING (SUB) AUTHORIZATION

Please complete this form to authorize purchase of daily Guest parking permit(s) to be charged to your department by SUB. This form must be used by all University departments, affiliates or organizations where a University Shortcode is available. Please note guest permits are for surface lots only. Prior authorization is required for access to structure parking; approval is at the discretion of Parking & Transportation Services.

The permits must be acquired from the Parking & Transportation office, located at 777 North University by the contact person or their appointed designate. The permit(s) will not be mailed to the department.

Date: Telephone #: Fax #:

Contact Person:

Department Name:

Campus Address: Campus Zip:

Parking Type: Blue Yellow Orange Other

Qty Required: Date(s) Needed:

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Qty Required: Date(s) Needed:

Billing Authorization:

Departmental Shortcode:

I authorize the above guest parking permits(s) to be billed to the departmental Shortcode. I certify that the payment is in compliance with all conditions imposed by the funding source.

Authorized Signature: Date:

Name Printed:

Parking & Transportation Services Office Use Only:

Customer ID #: Permit (s) #:

Clerk:

Date: