

## UMHS PATIENT/VISITOR COUPON & PASS ORDER FORM

All coupons and passes are valid for use at the Parking A, Parking B and Parking C patient and visitor parking areas only. All coupons must be used within the fiscal year July – June. The issue and valid dates are printed on the face of the coupons and passes. **There is a minimum order of 10. We reserve the right to limit quantities.**

	Quantity	Minimum order of 10
<input type="checkbox"/> Complimentary Patient and Visitor Coupon	_____	
<input type="checkbox"/> Patient and Visitor ID (Validation) Coupon	_____	
<input type="checkbox"/> Inpatient-Visitor Parking Pass (multiple days)	_____	
<input type="checkbox"/> Blank Parking Tickets	_____	

Coupons are valid at the Parking A (Taubman), Parking B (Cancer Center) and Parking C (CVC) patient and visitor parking areas only. See page 2 for rules and regulations.

Orders may be picked up from the Attendant Services office (at the address above) **Monday- Friday 9 a.m. to 3 p.m.** Please allow **3 business days** after the request for processing. For security reasons, we cannot mail completed orders.

### SERVICE AUTHORIZATION

Completion of this information is required for Complimentary Patient and Visitor Coupon orders.

Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Shortcode: \_\_\_\_\_

Department Address: \_\_\_\_\_

**I certify that the use of these coupons will be in compliance with coupon rules and regulations.**

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

Name Printed: \_\_\_\_\_

**PARKING SERVICES OFFICE USE**

Coupon Numbers: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### **Complimentary Patient/Visitor Coupons**

Complimentary Patient/Visitor Coupons provide one free exit from Parking A, Parking B or Parking C decks. Departments, clinics or offices may issue the coupons to their visitors and patients only. Under no circumstances are they to be issued to University faculty, staff (regular, temporary, contract or supplemental) or students. Coupons cost \$2 each and are billed to a department shortcode. Completion of an issuance log is required and must be returned to Attendant Services before subsequent orders can be filled. Unused Complimentary Patient/Visitor Coupons may be returned to Attendant Services before the end of the fiscal year for a full refund. Responsibility for coupons rests solely with the departments. Attendant Services cannot accept any responsibility for lost or stolen coupons.

### **Patient/Visitor ID (Validation) Coupons**

Patient/Visitor ID Coupons are used to identify visitors (including those who accompany outpatients to appointments in separate vehicles), inpatients, their families and inpatient visitors for the reduced parking fee. They are not to be issued to outpatients, University faculty, staff (regular, temporary, contract or supplemental), students or vendors except in accordance with this restriction. Coupons are valid for one reduced fee exit from Parking A, Parking B or Parking C decks. The reduced parking fee is \$1 for the first hour and \$2 per hour thereafter for each 24-hour period. Completion of an issuance log is required and must be returned to Attendant Service before subsequent orders can be filled.

### **Inpatient Parking Pass**

Inpatient Parking Passes are for family and friends of inpatients only; **maximum of 4 may be issued per inpatient**. They are not to be issued to University faculty, staff (regular, temporary, contract or supplemental), students or vendors except in accordance with this restriction. The pass allows the user to come and go multiple times per day for one parking fee from Parking A, Parking B or Parking C decks. The reduced parking fee is \$1 for the first hour, up to a maximum of \$2 for each calendar day. The passes may also be used to provide multiple days of validation for the lower parking fee. The pass is to be completed by the issuer. Passes may be issued for a maximum of 14 calendar days. After 14 days, a new pass is required.

### **Blank Parking Tickets**

Blank Parking Tickets are for patients or visitors who forget to bring their parking ticket into the Medical Center for validation. The blank ticket can be validated for the reduced parking rate for such patients and visitors. They are not to be issued to or used by University faculty, staff (regular, temporary or contract or supplemental), students or vendors.