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 Permit s 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

Department/Group Name _____

Check Box		Quantity

☐ **VALIDATION COUPONS** $4   _____

     Garage Location   Zach Curlin _____   Innovation _____

☐ **INVITED VISITOR PASS** $3 (Gray – Meters Only)   _____

☐ **GENERAL PARKING**

     Daily Permit $3   _____

     Monthly Permit $24.94   _____

     CODE   ☐
     **Department will be charged $3 per code entry
      and must include dash pass w/ request**

☐ **PRIORITY PARKING**

     Daily $4 per day   _____

     Monthly $43.70 per month   _____

Additional Notes

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FOR PARKING OFFICE USE ONLY

Permit/Coupon #'s - _____

Picked up By: _____   Date: _____

        (Please Print)