



# Departmental Parking Payment Certification

Complete this form and attach it to the HokieMart ISR Purchase Order.

**Requestor's Name** \_\_\_\_\_

**Requestor's Department** \_\_\_\_\_

**Email & Phone** \_\_\_\_\_

**Fund #** \_\_\_\_\_

**Business Purpose** \_\_\_\_\_

Choose the type of parking service

☐ **Batch of Visitor Parking Permits (limit of 25)**

*# of Permits Requesting* \_\_\_\_\_

☐ **Event Parking Permits**

*Event* \_\_\_\_\_

*Date(s)/Location* \_\_\_\_\_

*# of Permits Requesting* \_\_\_\_\_

☐ **Other (Reserving parking spot, turf passes, event space lease, etc.)**

*Description* \_\_\_\_\_

*Date(s)/Location* \_\_\_\_\_

*Submit page 2 with certification if visitors known, otherwise, keep with departmental records*

## Certification Statement

The department will store all purchased parking permits in a secure locked location, with limited access. The department will maintain a log of the individuals who receive a parking permit and their business purpose on campus.

The department will not distribute parking permits purchased on Virginia Tech department or foundation fund(s) to current VT faculty, staff, or students.

The department will maintain all records/logs for audit purposes according to *VT Policy 2000: Management of University Records*.

By my signature, I certify that I have reviewed the *Procedure 90200: Departmental Parking Payment*, and the department will comply with the conditions listed above.

Authorized Approver Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Approver Signature: \_\_\_\_\_

*\*Refer to Procedure 90200: Departmental Parking Payment for guidance\**



*\*Refer to Procedure 90200: Departmental Parking Payment for guidance\**



*\*Refer to Procedure 90200: Departmental Parking Payment for guidance\**

*\*Refer to Procedure 90200: Departmental Parking Payment for guidance\**