

## Parking Coupon Guidelines

So as to create a more consistent system for dispensing the \$4 parking coupons, the following guidelines are now in effect:

1. Recruitment: Parking passes will be available for student recruiting purposes through the Recruiting Office (Chris Hallum, Rm 326). Faculty members should request these directly from Chris in advance of a recruiting visit. Chris will work with Beth Allinger, accounting assistant, to coordinate this.
2. Festivals: All festivals, workshops, etc., should include parking for guest presenters as part of its operating budget for the event. Contact Laura Boswell, assistant director for Project and Budget Management (Room 322), for the appropriate account number for this expense. Contact Beth Allinger, accounting assistant, in Room 320A to obtain the coupons needed for this purpose.
3. Guest presenters: Parking passes will be made available to guest presenters (excluding those participating in events as noted above) for master classes, lectures, etc. Contact Beth Allinger, accounting assistant, in advance of the visit to obtain the coupons needed for this purpose.
4. Job searches: Candidates for faculty or staff job searches will be provided a parking coupon, as needed, as part of the onsite interview process. Search funds should be budgeted for this expense. Contact Beth Allinger, accounting assistant, in advance for these coupons.
5. Personal use: faculty or staff members who wish to use coupons for personal use may purchase them from Lynn Mathis, payroll accountant, or Beth Allinger, accounting assistant, for \$4 each.

### NOTE:

Parking hang tags are still located at the front desk and can be checked out from the Work Study Students or Staff Members.

Parking deck coupons will now be located in Beth Allinger's office. If Beth is out, please see Pam Bowers, business manager, in Room 321.