

# N.C. State University Transportation Employee Parking Permit Request/Authorization

## Permit Policy for New Employees:

Permits may be issued to part-time and full-time EPA or SPA employees and Temporary employees. Individuals registered as a student at the University or working in a temporary, hourly position, such as graduate teaching assistants and research assistants are considered students. Please cooperate by not issuing authorization forms to students.

**Please note: This form should be completed and signed by the employee's supervisor.** The new employee should present this completed form at the Customer Service area, located in Administrative Services I on Sullivan Drive.

Employee Name:	9 Digit ID#:
Date Assignment Begins:	Date Assignment Ends:
Departmental Box #:	Telephone #:
Vehicle Type and License Plate/State:	

**The above named permanent employee is authorized to select payroll deduction.**

YES	NO
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**\* Temporary employees are not eligible for payroll deduction. Permits may be purchased on a daily, weekly or monthly basis.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_