

# 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. Employee will need to fill out Parking Permit Application/Payroll Deduction Authorization Form and bring both completed forms to the Transportation Office at the Customer Service area, located 2721 Sullivan Dr., Administrative Services I Building.*

Employee Name:	Employee ID#:
Date Assignment Begins:	Date Assignment Ends:
Campus Box #:	Telephone #:
Check Distribution Code:	

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

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

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

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