

Procedure 90200: Departmental Parking Payment

Parking passes are often purchased by departments to have on hand for campus guests/visitors, or for special events. In order to ensure parking permits and other parking services are an allowable use of university funds, departments must follow these guidelines.

A. Departmental Procedures

1. Download the ***Departmental Parking Payment Certification*** form found [here](#), or on the [Parking Services website](#).
2. Complete the form with general contact information (name department, and email/phone), the university fund number the services will be purchased with, and the business purpose.
3. Choose the type of service needed ranging from a batch of up to 25 visitor parking permits, to a special event parking permit, or other specific parking requests such as event space lease, reserving a parking spot, transponders for state vehicles, etc. Note: University funds cannot be used to pay cost related to parking tickets or other parking fines, penalties, or interest.
4. Record log information on page 2 of the form if available. Otherwise, complete log as information becomes available. Permit numbers can be inserted on the log before distribution. Complete the remainder of the log with the name of individual/ committee receiving the parking permit/ service, their affiliation, business purpose, and date. Maintain completed log.
5. Departments must adhere to the follow guidelines and responsibilities:
 - Store all unused visitor parking permits in a secure locked location, with limited access
 - Limit batch visitor parking permits purchases to 25 permits per order/form
 - Complete and maintain the Departmental Parking Payment Certification Form Log to clearly document the university business purpose related to the distribution of the purchased permits/services.
 - Do not distribute parking permits purchased on university or Virginia Tech Foundation fund(s) to current VT faculty, staff, or students
 - Maintain all records/logs for audit purposes according to *VT Policy 2000: Management of University Records*
6. ***Procedure 90200: Departmental Parking Payment*** must be reviewed by the HokieMart Requestor and Authorized Departmental Approver for understanding of payment conditions and responsibilities.
7. Once the ***Departmental Parking Payment Certification*** form is complete, a HokieMart Internal Service Request (ISR) can be submitted to Parking Services. The ***Departmental Parking Payment Certification*** form must be reviewed and signed by an authorized approver, and be attached to the HokieMart Requisition to obtain services. Parking Services will not process the requisition if the completed form is not attached.

B. Departmental Best Practices

1. Complete the log on page 2 in advance if individual information is available to attach to the HokieMart Requisition.
2. Do not keep excess visitor parking permits on hand.
3. Write the permit number on the log in advance, and periodically reconcile permits to the log record.
4. Limit access to the permits.

C. Controller's Office Responsibilities

1. Provide assistance for all inquiries about parking payment guidelines.
2. General Accounting will perform semiannual random audits on purchasing departments. General Accounting will be looking to review parking payment forms, and maintained logs of purchases within the audited timeframe.