

**The Catholic University of America  
Parking Permit - Departmental Payment Form**

|                          |  |
|--------------------------|--|
| Department Preparer      |  |
| Preparer Phone Extension |  |
| Today's Date             |  |

**PLEASE NOTE** - Incomplete or inappropriately filled out transfer forms will be immediately returned to the requestor. This form must be accompanied by a CUA vehicle registration form for each permit being requested.

**Parking Permits Being Paid by Departmental Transfer Because:**

**NOTE** - These are the only accepted reasons for departmental payment. ([See departmental parking pmt guidelines](#))

- |  |   |
|--|---|
|  | A. Special <u>part-time</u> faculty arrangement approved below by Chair or Dean (Reported on W-2 as compensation) |
|  | B. Permit for Independent Contractor(s) (not a University employee)   |
|  | C. Permit for volunteer(s) (NOTE - cannot be a CUA employee; permit of one month duration or less)                |

**Expenses for these permits should be charged to:**

| Fund # | Department ID (Org #) | Account # | Program | Sub-Class | Project ID (for grants/facility projects only) |
|--------|-----------------------|-----------|---------|-----------|--|
|        |                       |           |         |           |  |

**Parking Permit Detail (or attach separate sheet):**

| Name | Valid Thru (No later than the end date for the current parking permit cycle) |
|------|--|
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|   |  |
|---|--|
| <b>Approval (Official Department Fund Manager) for Dept Being Charged</b> |  |
| Signature   |  |
| Name "Printed"  |  |
| Date  |  |