

## Spring 2008 Departmental Parking Permit Detail Routing Form

To be used in conjunction with Campus Card Office Budget Transfer Form

Note: All parking permits paid for by Departments and issued to Employees for their sole use, will be considered compensation to the recipient employee.

### Requesting Department

The following list of employees will be issued individual parking permits. The cost of the permit will be included in each employees compensation for tax purposes.

I have notified each employee that the cost of the permit as detailed below shall be included in their compensation for tax purposes.

\_\_\_\_\_

*Authorized Departmental Signature*

\_\_\_\_\_

*Date*

### Permit Detail to be issued

	<u>Employee ID #</u>	<u>Employee Name</u>	<u>Benefit Based (yes/no)</u>
1			
2			
3			
4			
5			

etc.

*(insert lines as necessary)*

#### Campus Card Office

I have issued permits for the following persons and appropriately charged the requesting department.

\_\_\_\_\_

*Campus Card Office Signature*

\_\_\_\_\_

*Date*

#### Payroll Office

I have included the above amounts to compensation for tax purposes only for each of the employees listed above.

\_\_\_\_\_

*Payroll Office Signature*

\_\_\_\_\_

*Date*