

PARKING REGULATIONS/PAYMENT OF FINES/PAYROLL DEDUCTION

The operation of a motor vehicle on the campus is a privilege granted by the University. Serious or excessive infractions of these regulations constitute grounds for the revocation of this privilege. Employees are required to read Parking Regulations at <http://www.mcneese.edu/police/regulations>.

A vehicle registration permit authorizes employees to park in the zones to which they are entitled ONLY if space is available. A parking space is not guaranteed in those zones. Additional space is available for employees in stadium parking area.

Any parking fine received in accordance with Parking Regulations must be paid within 60 days. If parking fines are not paid within 60 days, the fines will be automatically deducted from the employee's next available paycheck. Additionally, if the employee terminates employment and has parking fines, the fines will be automatically deducted from the final wages of the employee.

Parking appeal information may be viewed at <http://www.mcneese.edu/police/appeals>. Appeals must be filed within 7 days.

My signature below indicates that I have read and understand the above statements.

EMPLOYEE SIGNATURE

**PARKING PERMIT/ID BADGE
PAYROLL DEDUCTION FORM**

Employee Name:	Banner ID#:	Department:
Classification: Faculty Staff Visiting Lecturer		

Fall/Spring/Summer	\$5.00
Replacement (if already issued Hang Tag) in addition to the cost of year	\$35.00
ID Badge Replacement	\$10.00
ID Badge Only if ID is damaged	FREE
ID Badge Department Transfer (employee ID only)	FREE
TOTAL COST OF PAYROLL DEDUCTION	

I HEREBY AUTHORIZE MCNEESE STATE UNIVERSITY TO MAKE A *ONE TIME ONLY* PAYROLL DEDUCTION FOR THE TOTAL COST LISTED ABOVE FOR A PARKING STICKER OR REPLACEMENT ID BADGE.

DATE: _____ **EMPLOYEE SIGNATURE:** _____

FOR UNIVERSITY POLICE ONLY		
Parking Sticker/s: _____	Authorized By: _____	Date: _____