

**DEPARTMENTAL REQUEST TO PURCHASE INDIVIDUAL GUEST PARKING PASSES**

If a department would like to pay for a guest to park and there is not enough time to mail them a guest pass the department may pay for an individual to park in the Collins Circle Visitor by filling out the form below and forwarding it to [visitorparking@albany.edu](mailto:visitorparking@albany.edu) and/or [parking@albany.edu](mailto:parking@albany.edu) and [dmcgurn@albany.edu](mailto:dmcgurn@albany.edu).

**How Departmental Guest Parking Passes Work**

Guest parking passes allow a guest to park in the university visitor parking lots, Monday through Thursday between 8:00 am and 8:00 pm and on Friday between 8:00 am and 6:00 pm. There is one University visitor parking lot that has an attendant, and that is Visitor Lot 1 on the west side at Collins Circle. Only authorized account signatories may authorize guest parking. This form must be completed and signed by departmental account signatory.

**Procedure to Purchase Guest Parking Passes**

Guest passes are sold at the rate \$30.00 for a booklet of ten guest passes. If guest passes are not used and Parking and Mass Transit is to bill for individual guests they will be billed at the Visitor Rate of \$5.00 per visitor.

**TO BE COMPLETED BY DEPARTMENT**

Date of guest	
Arrival Time	
Department	
Account #	
Authorized Signatory	
Name or names of guests	
Guest will be going to this location	
Date ordered	

**TO BE COMPLETED BY PARKING OFFICE**

Processed by	
Account & Auth. Signature Verified	Yes      Not Valid
Number of guests	
Amount to charge	
J.T. Date	