Broward College
Monthly Parking Permits

Purchasing Exceptions

(Effective June 3, 2004)

If an employee is a member of BC's parking pool and no longer wants/ needs a permit, the following form must be completed and returned to the DTC Cashier's Office prior to the preceding month effected by the change.

REMINDER:
Permits are ordered on the 20th of each month and once placed, no changes can be made.

Employees parking in the Nation's Bank Lot must also return their parking Swipe Card and Hang Tag or incur a $15.00 replacement fee.

Failure to notify the Cashier's Office will result in an unnecessary permit purchase for which you will be billed.

_____ _____
(NAME – Please Print) **(SIGNATURE)**

_____ _____
(DATE) **(PHONE)**

Please check one of the following:

☐ I will no longer participate in the BC parking pool. Please remove my name from the list effective (date) _____**.**

☐ Other – effective (date) _____**.**

Please explain: _____

_____

_____

For Cashier Use Only **Cashier Name:**_____ **Date:**_____

Assigned Facility:

☐ City Park Garage ☐ Nation's Bank Lot (for overflow only)
- ☐ Returned Swipe Card # _____
- ☐ Returned Hang Tag # _____

☐ Purchasing Exception Form forwarded to Payroll (for employees with payroll deduction).

Form: PARK-003 (10/10)