



HARTNELL COLLEGE

## STAFF AND FACULTY PARKING PERMITS

One staff parking permit is issued on or after July 15 of each year to each employee. With this annual permit, employees may park in designated staff parking areas. If there are no available staff parking spots, employees may park in the student parking areas.

One additional permit may be purchased for \$20.00. This additional permit can be used in another car driven by the employee, but an employee may have only one vehicle parked in the Hartnell parking lots at any time.

To buy an additional permit, take this form and your payment to the Cashiers' office, located in Building B. Then take this form, along with receipt of payment from the Cashiers' office, to the Human Resources office (room D-108) to get your permit.

In the event you lose your original permit, there will be a replacement charge of \$20.00 for a new permit, following the same process as above.

If you have questions, please contact the Business Office at 831-755-6995.

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I acknowledge and accept these conditions and have paid \$20.00 for a replacement or 2nd permit.

**Employee Name:**

SSN: \_\_\_\_\_ **OR** Datatel ID: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cashier's Initials: \_\_\_\_\_