



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

REQUEST FOR JL LOT VALDATION CODE FOR VISITORS

Requestor's Name: _____ Date: _____

Department: _____ PO Box: _____

Telephone: _____ Fax: _____

Index Code for Billing: _____ E-mail: _____

By signing below, I acknowledge and agree to the following terms:

- The requester is authorized to make purchases on behalf of the department.
- Codes will be valid for a period of one month. Once the request for a code is approved, the requester will receive all codes for the remainder of the fiscal year. Each June, codes for the upcoming fiscal year will be sent via email to the requester.
- It is the requesting department's responsibility to maintain integrity of the validation codes and the department is responsible for all usage. Misuse must be reported to Parking and Transportation Services immediately.
- The requesting department will be charged once per month for all usage during the previous month. Documentation of usage will be sent monthly to the email listed above.
- The requesting department may cancel at any time. Submit written cancellation request to address or email below. All validation codes assigned to the department will be deleted; final billing and documentation will be sent.
- Parking and Transportation may delete codes at any time due to misuse or failure to pay. Written notice of cancellation will be sent to requester via email address above.
- If five (5) or more visitors are expected for an event, please email our Specail Event Parking team at prkgevent@vcu.edu. Separate arrangements may need to be made to ensure availability of parking spaces.
- The following JL Lot visitor rates apply: \$1 per hour for the first two hours, \$2 per hour for each additional hour. The maximum charge per day is \$10.

Requestor's Signature

Date

Department Head Printed Name

Department Head Signature

Date

Send completed form and all inquiries to:

**Parking and Transportation Services 700 W. Grace St. PO Box 843000 phone 828-9858 fax 828-9941
adkendrick@vcu.edu**

Revised 9/16/2014