

# Employee or Contractor Parking Request Form

**ALL REQUESTS FOR FACULTY/ STAFF PERMITS MUST BE SUBMITTED AT LEAST 3 BUSINESS DAYS PRIOR TO WHEN THE PERMIT IS NEEDED.**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Department or Division \_\_\_\_\_

## Type of Staff or Contracted Employee

### CLASSIFIED

- Full-Time  
 Part-Time  
 \*Hourly

### FACULTY

- Full-Time  
 Part-Time

### OTHER CLASSIFICATION

- \*Volunteer  
 \*Intern  
 \*Other \_\_\_\_\_

\* All volunteers, interns, hourly and contracted employees need a signed memo from their division or department supervisor.

## Permit Details

Semester and Year Permit is Needed For \_\_\_\_\_

Date Current Permit Expires \_\_\_\_\_

Was your permit misplaced or stolen?  Yes  No

Other Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## How Permit Will Be Delivered

Campus Mail System  Picked Up at GCC Police Station (SM153)

U.S. Mail – Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Do Not Write Below This Line—For Police Dept. Use Only**

Date Request Received \_\_\_\_\_ Request Received By \_\_\_\_\_

Permit # \_\_\_\_\_ Card Key # \_\_\_\_\_

Prepared By \_\_\_\_\_ Date Prepared \_\_\_\_\_