

Grants and Contracts Parking Permit Guidelines

Purpose: to provide general guidelines for the purchasing of parking permits on grants or contracts (funds 25-30).

General Guidelines: parking permits may be allowed on a Grant or Contract (funds 25-30) if the awarding agency has approved parking in the grant or contract budget.

Examples of when permits may be appropriate to charge to a grant or contract:

- special events, seminars, summer programs, and similar activities ; and
- other on campus meetings specified in the grant or contract where outside individuals have a business need to park on campus.

Examples of when permits are not appropriate to charge to a grant or contract:

- permits for enrolled and non-enrolled students employed on a grant or contract;
- permits for Graduate Assistants employed on a grant or contract as they receive a parking permit as part of their employment; and
- permits for temporary employees employed on a grant or contract as they receive a parking permit as part of their employment.

Parking Permits may not be charged to a procurement card.

Approval Process: parking permits to be charged to a grant or contract must be approved by the Grants and Contracts office prior to purchasing the permit.

- E-mail specific details of the parking request to the Contract and Grants Specialist assigned to your project. This should include purpose, dates and the individual's name.
- The Contract and Grants Specialist will notify the requestor if the parking permit is approved or denied.
- Upon approval, the Grants and Contracts office will communicate to Parking Services the department ID to be charged.

Parking Services will not accept a request from a department for a permit to be charged to a grant or contract (funds 25-30).

If you have any questions contact the Contract and Grants Specialist assigned to your project.