



UNIVERSITY OF MICHIGAN

PARKING & TRANSPORTATION SERVICES (PTS)

777 NORTH UNIVERSITY
ANN ARBOR, MI 48104-2414
PHONE: (734) 764-7530
FAX: (734) 763-4041

REQUEST FOR SPECIAL PARKING

PLEASE COMPLETE AND RETURN THIS FORM TO REQUEST SPECIAL PARKING FOR CONFERENCES, MEETINGS, OR OTHER EVENTS. ALL AREAS OF THE FORM MUST BE COMPLETED; INCOMPLETE FORMS WILL NOT BE PROCESSED.

CONTACT: PHONE:

DEPARTMENT:

SERVICE UNIT BILLING AUTHORIZATION:

SHORTCODE: ACCOUNT: 614960 (PARKING EXPENSE)

AUTHORIZED SIGNATURE:

ADDRESS: CAMPUS ZIP:

DATE(S) OF EVENT:

NAME OF EVENT:

TIME(S) OF EVENT: AM : AM PM - : PM TIME OF GUEST ARRIVAL:

EVENT LOCATION: REQUESTED PARKING LOCATION:

EST # ATTENDING: EST # PARKING PER DAY: # PERMITS REQUIRED:

PERMIT DISTRIBUTION:

- HOST DISTRIBUTE
MAIL TO GUEST
GUEST TO PICKUP

PARKING ATTENDANT DISTRIBUTE

HOURS ATTENDANT REQUIRED: AM : AM PM - : PM

SPECIAL NEEDS:

FOR PARKING SERVICES USE
CUSTOMER ID # REQUISITION # PCR #
PERMIT TYPE PERMIT #'s
LOCATION DATE REQUEST COMPLETED