



Title: Daily Resale Parking Permits	Policy
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PURPOSE:

To outline the process for purchasing a daily resale parking permit for staff, faculty or student.

PROCEDURES:

UNM Purchasing department will purchase daily resale permits for \$8.00 each and keep on hand for staff, faculty or students to purchase. For any staff, faculty or students that request a pass a charge of \$8.00 will be applied (payable by cash or check) prior to parking permit being issued. Permit will then be signed for and documented. Limit of 3 permits per quarter per employee. The person purchasing the permit is the only one authorized to use it.

Permit requests for outside presenters will be reviewed and approved by administration. For approved permits, a charge will not be issued to the individual and the OB-GYN Department will incur the cost of the permit.

Per PATS, use of University funds (FOM, Division Index etc.) for any type for parking permits is prohibited.

REFERENCES:

<http://pats.unm.edu/parking/unm-departments/index.html>

<https://policy.unm.edu/university-policies/4000/4000.html>

