

PREPAID PARKING COUPON INSTRUCTIONS

Parking and Transportation Services is upgrading the technology at parking facilities on campus. This move to automated pay equipment will be a significant cost-savings to the University. During the current economic challenge, these efforts will help PTS to continue programs and services and to keep parking rates low.

PROTECT YOUR COUPONS

Please protect your coupons as if they are CASH. Coupons are valuable. You are responsible for them. **If you lose them, it's like losing cash.** Coupons can only be replaced by buying them again. You should always know where they are and keep them in a safe, locked place.

HOW TO USE COUPON

Visitors will still pull a ticket from the dispenser upon entering the parking ramp or garage. When exiting the facility, insert the entry ticket into the automated pay machine and then insert the coupon. If a parking attendant is at the exit, hand the entry ticket and coupon to the attendant for processing. You may hand the coupon out at your office/event or you can mail it out to visitors ahead of time (TIP: the guest will need to remember to bring it with them to campus). This coupon means that your department has prepaid for parking for your visitors. If the visitor parks for longer than the coupon allows (for example, you have given the visitor a 4-hour coupon and the person parks for six hours), then the visitor will be responsible for additional charges by paying with either credit/debit card or cash.

QUANTITY RESTRICTION

PTS reserves the right to limit the quantities that a department can request/purchase.

VIEW YOUR BILLING ONLINE

Departments can view their monthly bills online at <http://www.estation.umn.edu>. All you need is the EFS account string and a date range.

RECORDKEEPING RECOMMENDATION

PTS recommends that you keep internal records listing to whom you have given your coupons.(see the sample grid below). It is for your benefit and financial safeguarding to track coupons issued. PTS cannot track these transactions.

Suggested Tracking sheet for Parking Coupons

Coupon #	Date	Time	Guest	Issuer	Initials

QUESTIONS?

If you have any questions, please contact Parking and Transportation Services at 612-626-PARK. Our office is located at 300 Transportation & Safety Building, 511 Washington Avenue SE. Walk-in office hours are 7 a.m. to 5 p.m., Monday through Friday.