



Date: _____ Name on Account: _____ CSU ID: _____

Transaction Description (duration/type): _____ Amount: \$ _____ Payment Method: Internal Order

-Verified customer information in FLEX, only update below if different-

Kuali IO #: _____

Phone: _____ Email: _____

Address: _____

If Requester is different from FLEX account holder, fill in Name & Phone # below

Name of Requester: _____ Phone: _____

Plate Type:	Vehicle Information:					Citation Information (number/amt):	
Plate: _____	State: _____	Make: _____	Type: _____	Color: _____	_____ / \$ _____	_____ / \$ _____	_____ / \$ _____
Plate: _____	State: _____	Make: _____	Type: _____	Color: _____	_____ / \$ _____	_____ / \$ _____	_____ / \$ _____
Plate: _____	State: _____	Make: _____	Type: _____	Color: _____	_____ / \$ _____	_____ / \$ _____	_____ / \$ _____
Plate: _____	State: _____	Make: _____	Type: _____	Color: _____	_____ / \$ _____	_____ / \$ _____	_____ / \$ _____

Student Account (BURSAR) Disclosure

I understand that citations and parking permits sent to my student account are subject to penalty if not paid by the due date assigned by financial services. These penalties include a 1.5% late fee and the right of Colorado State University to withhold my transcripts.

Payroll Deduction Disclosure

Payroll deductions for parking permits are pre-tax. This means the deduction for your parking permit occurs before taxes are calculated and deducted from your pay advice, reducing your taxable income. Selecting a pre-tax deduction decreases your Federal, State and Medicare tax liability. It is important to note that there are no refunds allowed for permits purchased through pre-tax payroll deduction and once this option is chosen, it may not be changed until the next election period.

Parking Permit Return Disclosure

A pro-rated refund minus a \$25 restocking and administrative fee will be issued upon the return of any qualifying permit, with the exception of temporary permits and permits purchased via payroll deduction, due to state income tax regulations. Daily and monthly parking permits are non-refundable purchases. Discounted daily scratch-off permits are non-refundable and non-exchangeable. Semester length permits may be refunded within 14 days of the date of purchase and annual permits can be returned up until March 31st. All refunds must be issued to the original method of payment.

Parking Disclosure

I agree that the name, address, phone number and email address in my Colorado State University Parking and Transportation Services account are accurate and up to date. I have reviewed the make, model, and license plate numbers of all vehicles on the account with a Parking and Transportation Services Team Member and confirm them to be correct. I agree to abide by the Colorado State University regulations governing the parking of motor vehicles on Colorado State University property. I understand that parking citations may be issued and fines imposed should I fail to follow these regulations. I am responsible for violations received by anyone using my permitted vehicle. I understand that Colorado State University is in no way responsible for vehicle damage while parked on university property. All permits are issued for the exclusive use of the applicant or group. A parking permit allows for one vehicle to park on campus at any given time.

Text Message Disclosure

I understand text messaging may be utilized in a limited capacity, to alert parking restrictions (i.e. Football Gameday), a permit wait-list status change, or when authorization is required to complete your transaction. Standard text messaging, data and phone rates may apply. Opt in status can be managed under customer account.

Customer Signature: **X** _____ Date: _____

PARKING AND TRANSPORTATION SERVICES (CASHIER USE ONLY BELOW)

Customer UID: _____ Full Permit #: _____ Permit Expiration: _____ Flex Receipt #: _____ Cashier Initials: _____