



Cornell University

Transportation Services
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**Parking Permit/Transit Pass
Department Payment Authorization Form FY26**

Section I Applicant Information

- ☐ Permit/Pass to be issued to an **individual**. Attach list of permit holder names *and* renewal forms if necessary.

Employee: Last Name _____ First Name _____ NetID _____

Supervisor: Name _____ Signature _____ NetID _____

- ☐ Permit/Pass to be issued to a **department** or a **department-owned** vehicle.

Section II Describe Business Purpose for Purchase (Required)

Note: Department-paid parking permits require valid business reason(s) for the permit. For Permits Issued to Individuals: The individual receiving the permit must be eligible for mileage reimbursements and must have a job description that calls for the use of a personal vehicle for travel between campus sites. See [Cornell Policy 3.14](#) for further information about parking permits and Cornell Unallowable Expenses.

Section III Permit / Transit Pass Purchase

- ☐ Transit Pass(es) _____ Price: _____ Quantity: _____
Type
- ☐ One-Day Permit(s) _____ Price: _____ Quantity: _____
Type
- ☐ Annual Permit(s) _____ Price: _____ Quantity: _____
Type
- ☐ Other _____ Price: _____ Quantity: _____

Total Amount to Charge Department: _____

Section IV Payment Authorization (if charging multiple accounts, please use a separate form for each account)

- ☐ Department Account Information ☐ Business Check # _____

I T | _____ | _____ | 6 2 0 5 | _____ | _____ | _____ |
Chart | Account | subaccount | object | sub-obj | project code (do not use) | org ref id |

*Note: If external organization, **chart** will be changed to **EO** and **object code** will be changed to **6150***

Authorized Signer: I attest that I have payment approval authority for the above-referenced Cornell account, and do hereby approve this permit/pass purchase, as defined above, from the same Cornell account. **An original signature is required.**

Name (print): _____ Signature: _____

Department / Unit Name: _____

Title: _____ Phone: _____ Net ID: _____ Date: _____

Office Use Only

Date: _____ Initials: _____

Permit/Pass Issued: _____ Book Permit Number(s) Issued: _____

Total Price: _____ Office Notes: _____