



Cornell University

Transportation Services
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Parking Permit/Transit Pass
Department Payment Authorization Form FY27

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:
One-Day Permit(s) Price: Quantity:
Annual Permit(s) Price: Quantity:
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 #

IT | 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: