

NDSU PARKING AND TRANSPORTATION SERVICES

VALIDATION CODES FOR GUEST PARKING

REGULATIONS FOR DEPARTMENTS ACQUIRING AND USING VALIDATION CODES

1. Validation codes will be given to department contacts only by the Parking Coordinator. The department contact is responsible for the code and who is using it.
2. Departments **CANNOT** give validation codes to faculty, staff or students to use. Guests are the only individuals able to use these validation codes. Department funds are used to pay for validation code parking and NDSU policy states depts cannot use allocated funds to pay for parking access for students, faculty or staff.
3. Departments will be charged \$2.00 each time the validation code (registered to their department) is used. At the end of every month, a report will be ran by the Parking Office to see how many times the validation code was used and then an IDB will be billed to the department.
4. Validation codes will be valid for one year. After the code has expired, the Parking Office will issue the department a new validation code to be used. Code validity will follow the fiscal calendar year, July 1 of the current year thru June 30 of the following year. Code validity can be changed at anytime by the Parking Office but each department will be informed.
5. Validation codes will be 8 digits in length, using numbers and letters. No letter O's or zeros will be used in the validation codes to avoid errors.
6. Validation codes can be used as many times as the department needs to use them during their validity. Reminder, the department is responsible for who uses them and when.
7. Departments are required to keep a log of who is using the validation codes. The Guest Permit Log is an Excel spreadsheet within the Downloadable forms page. You will need to provide the name of the person or group; purpose of the visit; date issued; and the license plate number of the vehicle parked. This form is used for auditing purposes, as well as if you have questions in regards to the amount being billed monthly. If you do happen to have questions about billing, this is why the Parking Office asks for the license plate number on the log. The Parking Office will only have access to the license plate number that was used, not the individual's or group's name.

Questions? Please email ndsuh.parking@ndsuh.edu or call 701-231-5771.

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