



Western University  
 Parking Services Room 4150,  
 Support Services Bldg.  
 Phone: 519-661-3973  
 Fax: 519-661-2330  
 wparking@uwo.ca

## Western's Internal Parking Services Authorization Form

Use this form to set up or revise authorization levels to purchase GUEST PARKING PASSES with a speedcode at Western's Parking Services. This form is NOT for Faculty, Staff or Student parking passes.

### USER INFORMATION

Please ensure that the user's Western ID is indicated or authorization may be delayed.

Name	Western ID (eg. jsmith8)	
Phone Number	Ext.	Indicate if user is a Student <input type="checkbox"/>
Department Name	Building & Room	

### SPENDING AUTHORITY

Indicate the Department Speedcode that the authority applies for this individual.

Speedcode and Account: <input style="width: 90%;" type="text"/>
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### APPROVED BY

Approval for Parking Services must be obtained before authorization will be provided. Only the following individuals may provide approval of authority.

The Dean's signature is required for Faculties or the individual(s) delegated approval authority by the Dean.  
 The Budget Unit Head for Departments or the individual(s) delegated approval authority by the Budget Unit Head.

Name of Dean or Budget Unit Head	Title							
Signature X	M	M	D	D	Y	Y	Y	Y

## Parking Services User Agreement

This document outlines the responsibilities I have as a user of Parking Services at Western University. My signature indicates that I have read and understand the following responsibilities and agree to adhere to the policies and procedures established.

1. Guest Passes are intended for guests only to facilitate business on behalf of Western University.
2. Guest passes are not to be used as a replacement for Faculty, Staff or Student parking passes.
3. I understand that I am only able to purchase on the budget I am authorized and may be refused the purchase if it is applied to a budget not authorized.
4. I agree to comply with the University's [MAPP 2.8](#) (Procurement of Materials and Services).

User Name	Signature X	Date
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