Date: 07-01-09

Dear Official Business Permit Custodians:

Now that the parking permit registration period has closed, it is time for Parking and Transportation to begin the administrative tasks of receiving, reviewing and approving requests for the Official Business Permits (OBP). The OBP is a special use permit designed as a convenience for faculty and staff who are unable to walk or use campus transit and are therefore required to use a vehicle to conduct official Georgia Tech business during the working day.

Parking and Transportation incurs real costs in administering all the different programs, including this one, that helps facilitate the needs of the campus community. Costs include the receipt; review and approval of requests; permit design, printing and distribution, maintaining and service of vehicle spaces and record keeping as mandated by State law. The operations of all the parking programs are supported strictly through user fees, and do not receive any State funds. Because of recent increases in operating expenses and debt service, this program's user fees can no longer be entirely subsidized by those individuals in other permit programs. Instead Parking is instituting a modest charge for this permit program, which is intended to recoup a portion of the program costs. The cost of each OBP for fiscal year '09-'10 will be $100. As this permit is for business purpose only, it must be purchased using department funds. Each department is encouraged to review their needs and purchase permits with the intention of sharing them among staff members.

For your convenience, a request form is attached to this letter. The form requires that you include the PeopleSoft account number to be charged and that the request be approved by the department head authorized for that account. The form is also available on line at: www.parking.gatch.edu and you will be notified when your request is approved.

Thank you. We appreciate your support and understanding of this cost associated charge.

Lance L. Lunsway, CAPP
Director
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Georgia Institute of Technology