90 Minute Passport Departmental Validation Request Form

Departmental Validation codes are provided to departments for employees who use their personal vehicle to travel across campus to conduct official University business. Passport Validation codes are to be used for short-term parking only (maximum of 90 minutes) in a passport parking zone.

Passport Validation Codes:
- Are valid for 90 minutes, cost is $2.10 per code
- Are valid in passport parking only
- Session cannot be extended

Passport Users are required:
- Download the passport parking APP on their smartphone
- Create an account following the steps on the APP
- May be required to add their personal credit card information
- Park in zones signed passport parking
- Redeem the validation code (one time session)

University Departments are required to:
- Complete the Validation Code request form and submit to Parking Services. Departmental authorized signer required.
  - The charges to the department for the codes will be initiated by Parking Services and will post to the chartfield provided on the Validation Code Request form via journal entry/import. The reference number associated with these transactions will begin with “PRKT.”

Requesting Department: ____________________________ Department Stop Number: ________________
Department Contact: ____________________________ Department Contact Number: ________________
Number of Codes requesting: _______________________

Funding Source to Charge. Please provide a UND funding source to charge (not an Alumni Foundation fund):

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>623200</td>
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</tbody>
</table>

I agree to abide by all UND Parking Services regulations (located at und.edu/parking).

Authorized Signer Name (print): ________________________________________________________________

Authorized Signer Signature: ____________________________________________________________ Date: ______________________________