

DAILY PARKING REQUEST FORM

Columbia Nano Initiative (CNI-CISE)

Main Number: 212-854-3265 Fax: 212-854-1909

Submit Electronic Request to cise@columbia.edu

Schools and administrative departments may request daily parking for visitors to campus participating in classes, meetings, and events and for faculty and administrators in connection to a specific University business purpose. When available and assigned, a \$15 daily charge will be billed against the ARC Chartstring provided.

Due to the extremely limited parking space available at Morningside, it is imperative that all requests are made two business days; earlier requests are greatly appreciated. Requests made one business day or later will be accepted and processed but availability is not guaranteed. Please be aware Same-day emergency requests, will carry an additional \$15.00 charge.

Individual Making the Request (Not parker):

First Name: _____ Last Name: _____

Email Address: _____ Phone Number: _____

Individual (parker) Information:

First Name: _____ Last Name: _____

Email Address: _____ Phone Number: _____

Parking dates requested:

From: _____ Until: _____

Approximate Time:

From: _____ am pm Until: _____ am pm

Vehicle Information:

Car Make: _____ Car Model: _____ Color: _____

Plate #: _____ State: _____

Reason for parking request:

Unit	Dept	PC Bus Unit	Project	Activity	Intitiative	Segment	Fund	Function
COLUM								

Requested By: _____ Email: _____

Approval Signature: _____ Print Name: _____

Request Received: _____ Request Reviewed By: _____ Request Processed: _____

OFFICE USE ONLY	Reference #		Reconciled Amount	
	Reference #		Reconciled Amount	
	Reference #		Reconciled Amount	
	Reference #		Reconciled Amount	