New Payment Procedure for Administration Visitor's Lot – August 5

Effective **Monday, August 5th, 2013**, significant changes will be implemented at the Administration Visitors’ Lot, affecting how payment for hourly parking is made in the lot.

The current system in place for payment of hourly parking fees at the Administration Visitors’ Lot, where the patron pulls an entry ticket to raise the entry gate to the lot and then hands their entry ticket to a booth attendant upon exit of the lot to pay for hourly parking, will be **discontinued** at closing time **Friday, August 2nd, 2013**.

**New Payment Procedures Effective Monday, August 5th, 2013:**

The Administration Visitors’ Lot entry gate and payment booths will be **removed** and patrons will be directed to pre-pay upon entry at either kiosk located at the west or east ends of the lot. After pre-paying at either kiosk, patrons must return to their vehicle to place their payment receipt face up on the driver’s side of the dashboard.

**How Departments May Obtain a Credit For Unused ½-hour and 1-hour Validation Stamps:**

Departments who still have 1/2-hr and 1-hour validation stamps on hand may return them to Transportation and Parking Services in order to obtain a credit towards a coupon code that will be issued to the Department in order to validate visitor parking in the Administration Visitors’ Lot.

**Credit towards a coupon code will be calculated as follows:**

- Two (2) 1/2-hr validation stamps will equal a credit for one (1) coupon code use, rounded up to the nearest whole use.
- One (1) 1-hr stamp will equal a credit for one (1) coupon code use.

Coupon codes are issued and tracked on a per use basis and may be entered to validate parking for one hour, or for a maximum of one (1) full day.

**In order to obtain the credit towards a coupon code, please return your Department’s remaining stock of ½-hour and 1-hour validation stamps to:**

Transportation and Parking Services  
Attn: Validation Stamp Coupon Code Credit Request  
MS-1290

**ALL** coupon code credit requests for unused validation stamps must be submitted prior to the end of the 2014 Fiscal Year: **June 30th, 2014**.

**How to Request a Coupon Code to Validate Visitor Parking:**

Departments who have historically ordered Administration Visitors’ Lot Validation Stamps in order provide parking to visitors may now request a coupon code each month or each semester that may be entered at either payment kiosk in the lot in order to validate parking.
To request a monthly or semester coupon code, please submit the **AVL Validation Code Request** Form which may be found at the following link: [http://transportation.boisestate.edu/parkforms.php](http://transportation.boisestate.edu/parkforms.php). Under Form **Selection**: select **Permits** from the **Category** dropdown list, and select **AVL Validation Code Request** from the **Form** dropdown list.

**Please note that, in accordance with Boise State Fiscal Policy #6000, University Funds may not be used for personal purchases, such as student, staff, and faculty parking fees associated with their personal vehicles. Coupon Codes are to be used to validate visitor parking only.**