

CALIFORNIA INSTITUTE OF TECHNOLOGY

Request for Parking Administration Access

1. ADD  CHANGE  DELETE

2. Employee  Temporary  Student  Consultant  \_\_\_\_\_ Other \_\_\_\_\_  
(company name)

3. TO BE EFFECTIVE: Beginning date: \_\_\_/\_\_\_/\_\_\_  
Ending date: \_\_\_/\_\_\_/\_\_\_ OR check if Employee

**NOTE: An ending date is required unless the user is an Employee. This date can easily be extended by the Approver.**

4. User Information:  
Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Mail Code: \_\_\_\_\_ E-Mail: \_\_\_\_\_ CALTECH ID# \_\_\_\_\_  
Phone Ext. \_\_\_\_\_ FAX \_\_\_\_\_  
Department \_\_\_\_\_  
Department Supervisor \_\_\_\_\_ Phone Ext. \_\_\_\_\_

5.

YES NO

HR Parking - CIT	<input type="checkbox"/>	<input type="checkbox"/>
Parking Administrator - CIT	<input type="checkbox"/>	<input type="checkbox"/>
Parking Enforcement - CIT	<input type="checkbox"/>	<input type="checkbox"/>
Parking Management - CIT	<input type="checkbox"/>	<input type="checkbox"/>
Parking View - CIT	<input type="checkbox"/>	<input type="checkbox"/>

6. REQUESTED BY: (print name) \_\_\_\_\_ Phone ext. \_\_\_\_\_

7. APPROVED BY: (print name): \_\_\_\_\_

signed: \_\_\_\_\_ dated: \_\_\_\_\_

Gregg Henderson