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|  | **Faculty/Staff Parking Decal Request Form** |

Parking decals are required for all faculty/staff vehicles driven on campus. Registration for on-campus parking will be limited to a maximum of five vehicles per individual employee and are non-transferrable. Decals should be removed from vehicles when they expire, upon transfer of ownership of the vehicle, or when employment is terminated with LSUS.

A Safety/Parking Fee will be payroll deducted from each regular payroll check as follows:

 $4.16 per paycheck for 12-month employees and adjunct instructors

 $5.44 per paycheck for 9-month employees

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Employee Name PID or Social Security Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department

Number of Vehicles (Check the appropriate box):

□ 1 □ 2 □ 3 □ 4 □ 5

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

Instructors who teach 100% off-campus or 100% online will not be issued parking decals and will not be responsible for the safety/parking fee.

Employees who work on campus but are not directly compensated through the university must purchase a parking decal from the Payroll Office for $50 for the academic year. Parking decals purchased mid-year will be pro-rated accordingly.

Gratis employees and Emeritus faculty/staff may receive a parking decal without charge.

**PLEASE REFER TO THE LSUS TRAFFIC & PARKING REGULATIONS**

**FOR DECAL PLACEMENT AND CAMPUS PARKING RULES.**

**For Office Use Only:**

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| Deduction Entered: \_\_\_\_\_\_\_\_\_\_\_\_Deduction Verified: \_\_\_\_\_\_\_\_\_\_\_\_ | Decals Entered: \_\_\_\_\_\_\_\_\_\_\_\_# \_\_\_\_\_\_\_ #\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_ #\_\_\_\_\_\_\_ |