



## Parking Validations Policy

USG Policy 8b (1.00) | Approved by the Executive Director, March 2025

### I. Purpose and Applicability

The purpose of this policy is to establish internal controls and procedures for the issuance, tracking, and use of on-campus parking Validations at the Universities at Shady Grove (USG). This policy aims to ensure proper accountability, prevent misuse, and maintain compliance with USG financial and operational regulations.

This policy applies to all USG employees, contractors, students, and visitors who are eligible to receive or use on-campus parking Validations provided by USG Transportation & Parking Services (TAPS).

### II. Definitions

- A. *Validation Custodian*: the USG employee who requests, safely maintains, and distributes the parking Validation.
- B. *USG Sponsored Parking*: all parking that is paid for using USG funds for the creation and use of Parking Validations.
- C. *Account*: Workday Driver Tag, such as Usource, Grant, Gift or Project Driver Tags.

### III. Eligibility and Authorization

- A. On-campus parking Validations will be issued to eligible employees representing campus units, for the purpose of providing parking to eligible campus visitors requiring parking for USG-related business, such as attending meetings, conferences, or events.
- B. Proper Use of Validations
  - 1. Validations are strictly for **on-campus parking** related to USG activities and business purposes only.
  - 2. Validations must not be used for personal parking, including but not limited to regular commuting or non-USG events.
  - 3. The Validation Custodian should ensure, to the best of their ability, that Validations are used only for specified purposes.
- C. Parking Validation Requests and availability are dependent on unit budget; it is not implied or guaranteed that unit budgets can support parking Validations at any given time (e.g., within a fiscal year budget). It is the responsibility of the requesting unit to

ensure that there is sufficient budget for the use of parking Validations. Budget will not be provided after-the-fact.

D. Validation Requests must be accompanied by a **completed [Parking Validation Request Form](#)** (Annex A), which requires:

- a) Requestor Name, Title, Email Address
- b) Account to be charged
  - (1) Requests must identify a specific account to cover the cost of the Validation. The source of funding must be provided to ensure that the parking Validations are charged to the appropriate account. Requestors are responsible for ensuring that the budget is sufficient for supporting the Validation costs.
- c) Business Purpose
  - (1) A stated **business purpose** that benefits the state and the Universities at Shady Grove (USG). This business purpose should clearly explain how parking is required for USG-related activities and how the request aligns with USG's mission and objectives.  
*Validations will not be issued for personal parking needs or for non-USG-related activities.*
- d) Number of Validations Being Requested
- e) Date of First Use
- f) Duration of Validation
- g) Expiration Date (no more than 30 days from first day of use)
- h) Requestor Name, Signature, and Date
- i) Requestor Supervisor Name, Signature, and Date
- j) USG CFO Name, Signature, and Date

E. All information must be completed prior to submission to CFO for approval. Requests must be approved by the CFO **at least 5 days prior to first usage**, unless prior authorization is granted by the CFO. Please note that TAPS requires 24-48 hours for processing.

F. TAPS will only issue Validations following the submission of a complete request form.

#### IV. TAPS Issuance of Parking Validations

- A. For USG Sponsored Parking, the **Transportation and Parking Services (TAPS)** department will issue Validations that are valid for no more than **one month at a time**.
- B. Validations will only be issued for the approved time period and must be renewed monthly if additional parking is required.

#### V. Accountability

- A. A [Validation Log Sheet](#) of all issued parking Validations will be maintained by the designated **Validation Custodian**. The log must follow a **USG-approved format** to ensure consistency and accuracy (See Annex B). The log must include:
  - 1. Validation number
  - 2. Date issued
  - 3. Time issued
  - 4. Name of recipient (anonymized for dentistry patients and food market patrons)
  - 5. Affiliation
  - 6. Purpose of Validation issuance
  - 7. Account
  - 8. Validation Custodian's attestation/signature
- B. If the **Validation Custodian** is not designated as a **Supervisor**, then the log sheet must be approved by their **Supervisor or Manager** to ensure proper oversight.
- C. A report, including the log of all issued parking Validations, must be submitted to the USG Business Office **no later than 5 business days following the conclusion of the month**. The report must include:
  - 1. Total number of Validations issued during the month
  - 2. Details of Validation usage (if applicable)
  - 3. Any discrepancies or issues identified during the month
  - 4. Attestation that Validations were distributed in accordance with the USG official business purpose, as approved through the Validation request process.
- D. The USG Business Office staff will conduct regular audits of issued Validations to ensure proper usage and adherence to this policy.
- E. Unused Validations must be logged on the log sheet and then destroyed.
- F. Any discrepancies, misuse, or unauthorized use of Validations will be investigated, and appropriate action will be taken.
- G. Any misuse of parking Validations, including using Validations for non-authorized purposes, may result in disciplinary action consistent with USG's policies for misuse of USG resources.

## **VI. Exceptions**

- A. Any exceptions to this policy, including changes to the procedures or eligibility for Validation issuance, must be approved in writing by the CFO.

## **VII. Related Documents**

- A. [Parking Validation Request Form](#) (Annex A)
- B. [Validation Log Sheet](#) (Annex B)

**VIII. Revision History**

Date	Description	Revised By
03/2025	Initial Policy Creation	M. Keeney