# T PARKING & TRANSIT

**DEPARTMENTAL PRINT-ON-DEMAND $5 DAILY PERMITS**
**Effective February 3, 2020**

UT Parking is now offering UT Departments a print-on-demand parking permit option for $5 per day that will greatly enhance the convenience of parking for guests and visitors. This particular program is geared to those departments which have been purchasing open-dated $5 daily permits. This permit program will operate as follows:

A) Each permit year (August 1-July 31), a UT Department can apply to participate in the Print-On-Demand Permit Program by providing required contact information and an account number against which to charge permits. To apply, please visit the following link:

https://parking.utk.edu/print-on-demand-permit-program-application/

B) Only one departmental account can be charged; if a department wishes to charge permits to more than one account, this will have to be done after-the-fact by the department through an internal transfer from one account to another.

C) Once approved to participate in the program, the department can purchase $5 daily permits valid in certain specified lots.

D) The department can print the permits themselves (single permit or multiple permits), or email an URL link to a customer who may print the permit. If multiple permits are purchased at once, the permits will be in one PDF file. If a department wishes to send the permits to different individuals in advance, they can use Adobe to separate the permits and distribute as needed.

E) During the purchase process, the valid date can be selected as that day, or a date in the future.

F) Although Print-On-Demand Permits will not require that a log of users be kept, this may be advisable for a Department to track users in case problems arise such as duplication, violations, etc.

G) A receipt is provided to the department at the time of the online purchase to provide backup documentation for the departmental permit purchase.

H) Once purchased, there are no refunds for permits so ensure you have an accurate count and make your purchases carefully.

I) Permits have a unique bar code number and may not be duplicated.

J) As with existing open dated parking permits, these new print-on-demand permits are for occasional and limited use only. The quantity on any particular date for any particular lot should be limited to ensure regular daily parking availability can be maintained as necessary for our faculty, staff and students. For example, issuing 10 permits valid in Staff 9 on the same date may create a problem for regular staff parking.

K) These permits are intended for campus visitors and guests only and are not intended for student and/or faculty/staff use.

L) Permits must be displayed so that they are completely visible so that UT Parking Enforcement Office and UT Police can easily confirm the validity of the permit.

M) The UT Parking Office will generate daily reports to monitor issuance and usage of permits to ensure these policies and procedures are being followed. Non-compliance may result in a loss of privileges under the Print-On-Demand Permit Program.

N) Print-On-Demand Permits are not valid during special events.

If you have questions, please Jill Brown, UT Parking Permit Office Manager, at 974-6031 or jbrown10@utk.edu.



Temporary Permit
Valid only in STAFF 14 lots
Valid Date: 09/06/2019

99DEPT000028

THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

PARKING & TRANSIT SERVICES

Permit must be displayed and completely visible on driver side dash to be valid.