



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 78.02: Purchasing Parking Space for Employees

DATE: March 3, 2020

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to set forth the policy on the use of departmental funds to pay for an employee's parking permit.

REVIEW: This OP will be reviewed on March 1 of every even-numbered year by the Managing Director of Transportation & Parking Services with recommendations for revisions submitted through administrative channels to the President by March 15.

POLICY/PROCEDURE

From time to time, university departments request to pay for an employee's parking permit through the use of departmental funds. No university account may be charged for any faculty or staff member's parking privileges. However, if and when space is available, a department may purchase a reserved space for the use of the department.