



FOOD PANTRY DONATION FOR CITATION REDUCTION

Student Name: _____ T#: _____

Citation Number: _____

Signature: _____ Date: _____

TERMS FOR FOOD PANTRY DONATION FOR CITATION REDUCTION:

- *A donation of six (6) canned, non-perishable foods may be turned in to Parking & Transportation Services (Roaden University Center, room 122) in return for a price reduction on the student's citation by \$15.*
- *Only citations for "Parking in an unassigned parking lot" (incorrect zone) and "no permit/expired permit" will be forgiven. No restricted area citations will be forgiven (illegal parking space, fire lane, disabled area, etc.).*
- *The donation of canned goods may only be used once per semester, per student. All donations must be made within 15 business days of the citation date. Anything beyond 15 business days will be denied.*

OFFICE USE ONLY:

Donation accepted by: _____ Date: _____

Citation Type Verified: _____

- Comment Added to Citation (make note as general alert and set reminder date for end of term)
- Verify citation is on TSAAREV: Open Tickets Tab, click Ticket-Specific tools, change to Void Ticket in the parking system so it falls off at the current amount.
- Reopen the citation after the ticket amount was credited to the student's account.
- Adjust the Citation Amount and verify that the adjusted amount is credited to the student account.
- Click Tickets Tab, click Ticket-Specific tools, choose Ticket adjustment, check the selected violations, adjust the price and reduce by \$15.00, and click save. Comment – Food Pantry Donation.