

Sustainable Long Term Permit FAQ

The Office of the Bursar offers a special permit available for all permanent full-time staff and faculty. The permit is long term and will not have an annual expiration date. The sustainable permit renews automatically each year. No more worrying about getting a new parking pass every year! Interested individuals will be able to purchase the permit by payroll deduction with a \$50.00 per pay period option. The payroll deduction will continue until you initiate a termination request.

Why can't I pay for the permit with my credit card? We are limiting purchase of this permit to payroll deduction so we can automatically renew each year. Credit cards expire and numbers change, which would require individual contact with people for the annual update. If payroll deduction is used, we need the initial information and we can update annually through HR making it easier and more efficient for all.

Why can't I purchase a permit if I am a part-time or 9-month employee? Or a student? We may be able to offer a long-term permit in the future that would work for a part-time, 9-month employee or student, but this is a pilot program to determine how much interest there is for such a permit.

How do I stop the payroll deduction once I have started? Similar to the process we use now, you will need to bring your permit into the Bursar's Office and request the termination of the payroll deduction. You can also send the request by email but we will not be able to process the request until we have received the permit.

What if I lose the permit? Similar to the process we use now, you will need to come into the office to pick up a replacement permit (\$5.00) and fill out a lost or destroyed decal/permit form.

How does enforcement work? The permit will have a specific number, which can be looked up in the handheld for verification. The permit will be viable for all attached vehicles. You will need to contact the Office of the Bursar to attach or remove vehicles on your permit.

How many vehicles can I use the permit on? You can add up to 4 vehicles to your permit. However, only one vehicle per pass on campus at a time.



If you have any questions please contact the Office of the Bursar at 474-6798 or email uaf-bursar@alaska.edu