

Treasury Documentation**Subject:** Parking Validation, Business Visitors to Austin Building**For:** EMPLOYEE HANDBOOK**Also See:** PT-03168

Identification	PT-03167 Procedure
Effective Date	6-1-2010
Replaces	PT-03167 (11-1-2000)

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Treasury Host

Notes: Treasury has established an account for parking validation at the Constitution Hall Parking Lot (CHPL) located on Allegan Street across from the Austin Building. This account is set up to allow “invited visitors” who are conducting business in the Austin Building to park nearby at no cost. Vendors conducting normal business are not considered “invited visitors” for this purpose.

Visitors will not be charged for parking at the CHPL when they present a validated parking ticket to the parking lot attendant.

Sees Procedure PT-03168 in this Handbook for parking validation for Treasury employees stationed outside Austin Building who are conducting business in the Austin Building.

Each bureau, office, or division must designate one staff person to bring parking tickets to Finance and Accounting Division (FAD) for validation.

1. Instructs visitor to park in the CHPL.
2. Instructs visitor to bring parking ticket from the CHPL to the Treasury Host on the day of visit.
3. Receives parking ticket from visitor and takes parking ticket to FAD.
4. Logs the following information on the Parking Validation Log:
 - A. Date
 - B. Designee’s name
 - C. Host Bureau/Office/Division
 - D. Parking ticket number
 - E. Time on ticket
 - F. Index
 - G. Entered by.
5. Stamps and validates parking ticket and returns it to Bureau/Office/Division Designee.
6. Gives validated parking ticket to visitor and advises visitor to present validated parking ticket to parking lot attendant to exit parking lot.

Bureau/Office/
Division Designee

FAD Staff

Bureau/Office/
Division Designee**End**