

Parking Reservation Request

Requests should be sent to phyadmin@syr.edu.

- Admin. Assistant fills out the Department Guest Parking reservation request form located [here](#)
- The current FY Standing ID # (FY19 is 201713) needs to be included. The ID# is changed every fiscal year to facilitate expense tracking.
- An automatic parking services email notifying receipt of request is sent to the email provided on the request form (phyadmin@syr.edu)
- Info that needs to be included on the request: date parking is needed, day of the week parking is needed, arrival and departure time, first and last name of visitor, lot requested (Q4 unless there is a special request), reason for request (on this section include the name of the faculty member and the reason for the visit)
- Later another email confirming approval is sent to the phyadmin@syr.edu
- Admin. Assistant forwards confirmation to requester. Please add a link to the Q4 or corresponding lot directions found [here](#)