



To: Payroll Department  
P.O. Box 7716  
South Carolina State University

From: SCSU Faculty/Staff

This letter gives you the authority to deduct allotted fees for a Parking Decal from my payroll check. The following option chosen below will indicate the amount over time which the deduction should occur.

Please **check** which option:

- \$132.00 x 1 pay period (Faculty/Staff Reserved)
- \$66.00 x 2 pay periods (Faculty/Staff Reserved)
- \$44.00 x 3 pay periods (Faculty/Staff Reserved)
- \$33.00 x 4 pay periods (Faculty/Staff Reserved)
- \$90.00 x 1 pay periods (Faculty/Staff Non-Reserved)
- \$45.00 x 2 pay periods (Faculty/Staff Non-Reserved)
- \$30.00 x 3 pay periods (Faculty/Staff Non-Reserved)
- \$66.00 x 1 pay period (Vendor & Handicap)
- \$33.00 x 2 pay periods (Vendor & Handicap)

Pay Period Start Date: \_\_\_\_\_ Pay Period End Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

ID # or Social Security Number: \_\_\_\_\_

Please return form to,

*Parking and Vehicle Registration Office (803) 533-3907, (803) 516-4836  
Poplar Hall (behind Mays I Hall)*

*South Carolina State University Police Department, P.O. Box 7516, Orangeburg, SC 29117  
(803) 536-7188, **Fax** (803) 536-7163*

**If you withdraw, graduate, leave, or retire from the University, absolutely none of the payment for your decal is refundable.**

I acknowledge the above statement to complete my decal request.