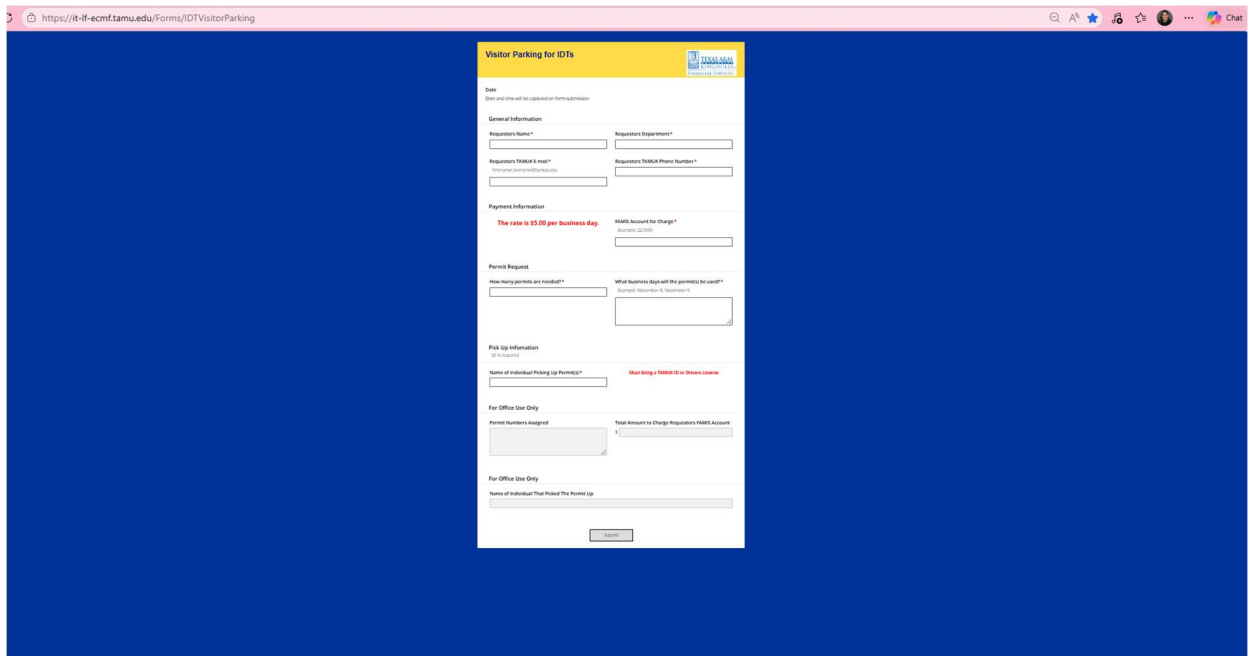


## How to Request Guest Parking Permit – Pharmacy

1. Select the Visitor Parking Link.

<https://it-lf-ecmf.tamu.edu/Forms/IDTVisitorParking>



The screenshot shows a web browser window with the URL <https://it-lf-ecmf.tamu.edu/Forms/IDTVisitorParking>. The form is titled "Visitor Parking for IDTs" and includes the TAMU logo. The form is divided into several sections:

- Date:** Date and time will be captured on form submission.
- General Information:** Includes fields for Requestor's Name, Requestor's Department, Requestor's TAMUK Email, and Requestor's TAMUK Phone Number.
- Payment Information:** States "The rate is \$5.00 per business day" and includes a field for "FAMIS Account for Charge?".
- Permit Request:** Includes fields for "How many permits are needed?" and "What business days will the permit(s) be used?".
- Pick Up Information:** Includes a field for "Name of individual picking up permit(s)" with a red note: "Must bring a TAMUK ID or Drivers License".
- For Office Use Only:** Includes fields for "Permit Numbers Assigned" and "Total Amount to Charge Requestors FAMIS Account".
- For Office Use Only:** Includes a field for "Name of individual that picked the permit up".

A "Submit" button is located at the bottom of the form.

2. Enter the information requested on the form.

- Requestor's Name
- Requestor's Department
- Requestor's TAMUK Email
- Requestor's Phone Number
- The FAMIS Account # for Charge
- How many permits are needed? (For Example, 3 permits needed for 3 guest lecturers)
- What business days will the permit(s) be used?
- Name of individual picking up the permit(s)?  
**\*\*Note – Must bring a TAMUK ID or Driver's License.**

3. Select Submit.

https://it-ff-ecmf.tamu.edu/Forms/IDTVisitorParking

### Visitor Parking for IDTs

Date  
Date and time will be captured on form submission

**General Information**

Requestor's Name \*  Account's Organization \*

Requestor's TAMUK E-mail \*  Requestor's TAMUK Phone Number \*

Requestor's TAMUK E-mail \*

**Payment Information**

**The rate is \$3.00 per business day.** AMMS Account for Charge \*

Example: 221095

**Permit Request**

How many permits are needed? \*  **Are all business days will the permits be used?**

Example: November 6, November 8

**Pick Up Information**

Who required

Name of individual picking up permit \*  **Must bring a TAMUK ID or Drivers License**

**For Office Use Only**

Permit Numbers Assigned  Total Amount to Charge Requestor's AMMS Account \$

**For Office Use Only**

Name of individual that Picked the Permit up

4. The Financial Services Office will receive and process the request, an email will be sent to the requestor's email that Permit # has been assigned and is ready for pickup.
5. Individual picking up should bring their TAMUK ID or Driver's License upon pickup.
6. The Financial Services Office will send an email to the requestor's email confirming pickup.