

## Mail and Payment Instructions

Please complete an application and mail to Cashier's Office along with a copy of your valid vehicle registration card, driver's license and this completed form. The deadline for requesting your decal(s) by mail is August 2, 2002. After August 2, 2002, all decal transactions must be handled in person in the Cashier's Office. The mailing address is:

Cashier's Office  
P. O. Box 9125  
Petersburg, VA 23806  
(804) 524-5150

NOTE: DECALS CANNOT BE PROVIDED TO THOSE WHO OWE PARKING FINES OR WHO REFUSE TO SIGN THE DECAL APPLICATION FORM.

Fee - Academic Year 2002-2003

All annual decals are valid for the period beginning 9/01/02 through 8/31/03. However, decals sold on the dates shown below will be prorated and sold at the prices shown in the table.

### Prorated Purchase Price

Decal Type	07/01/02-12/31/02	01/03-04/30/03	05/01/03-08/31/03
Executive Reserved	\$120	\$90	\$40
Faculty/Staff	\$90	\$68	\$30
Second Vehicle Fee	\$10	\$10	\$10
Third Vehicle Fee	\$10	\$10	\$10
Student Decal	\$50	\$38	\$17

*(Note: Faculty/Staff can purchase a maximum of three (3) decals)*

Payment Options (Please No Cash by Mail)

Please check payment type

	Personal Checks (No post dated checks)	
	Money Order	
	Payroll Deduction (see attachment)	
	MasterCard, Visa Discover	Card Number _____
	American Express	Expiration Date: _____
		MM/YY

\_\_\_\_\_  
Signature (for credit cards & payroll deduction)

Mailing Instructions-Please tell us at what Campus Address you would like to receive your decal(s).

Name \_\_\_\_\_ Campus Address \_\_\_\_\_  
(Please Print)

Don't forget to copy your valid vehicle registration card and drivers license.