

# Parking Ticket Explanation

## University of Michigan Plant Operations

Today's Date: \_\_\_\_\_

Department Name: \_\_\_\_\_

Shop: \_\_\_\_\_

Employee's Name and Number: \_\_\_\_\_

Vehicle number: \_\_\_\_\_

Date Ticket issued: \_\_\_\_\_

Citation/Control number: \_\_\_\_\_

Ticket fee: \$ \_\_\_\_\_

Late fee: \$ \_\_\_\_\_

Service charge: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Explain why ticket was issued:

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Employee's signature: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_

Attach Parking Services letter to the back of this form and mail to:  
Dorie Nitz, 326 East Hoover, Physical Properties Building, 2nd floor

Nov. 2006: <http://www.plantops.umich.edu/plantops/PDF/parkingticketform.pdf>

**Please tape (do not staple)  
Ticket and/or Default Notice  
here for photocopy**

Send original document to:

Dorie Nitz  
Physical Properties Building  
326 E Hoover - 1002