

GRAMBLING STATE UNIVERSITY

To: University Police Staff

From: Office of Human Resources

Date: _____

RE: IDENTIFICATION PICTURE AND PARKING DECAL

Please grant _____ permission to take an ID picture.
He/She is an employee in the Department of _____.

(The type of parking permit/sticker charged/issued is contingent upon length of employment approval.)

He/She is working _____ less than six months

He/She is working _____ six months or more

EMPLOYEE SECTION

My signature authorizes the University to deduct any parking fines from my paycheck that have not been paid 90 days from issuance.

Signature _____

Thank you.