

Pre-Purchased Exit Ticket Policy for County Departments

Purpose:

This policy establishes guidelines for the purchase, distribution, and auditing of pre-purchased single-use exit tickets for the Metro Parking South Garage (Metro 1). It is intended to ensure accountability and proper tracking of parking validations.

Policy Statement:

County departments may purchase single-use exit tickets for the South Garage (Metro 1) for visitor use. Each ticket will be valid for one (1) year from the date of purchase.

Procedures:

1. Entry:

Visitors enter the South Garage (Metro 1) by pulling a standard parking ticket upon entry.

2. Validation:

Visitors who are approved for parking validation must submit their entry ticket to the respective County department for validation.

3. Issuance of Exit Ticket:

The County department will exchange the visitor's entry ticket for a pre-purchased, single-use exit ticket previously obtained from the Metro Parking Garage.

4. Recordkeeping and Auditing:

- The County department must submit all validated (entry) tickets to the Metro Parking Garage within one (1) business day of issuance for auditing and reconciliation purposes.
- The Metro Parking Garage will maintain an internal audit process to match validated entry tickets with the corresponding single-use exit tickets and the department that issued them to ensure proper reconciliation and compliance.

Restrictions and Disclaimers:

- The Metro Parking Garage will not replace or reissue any lost, stolen, or damaged tickets.
- The Metro Parking Garage will not issue single-use exit tickets directly to visitors; all tickets must be distributed through authorized County departments. Unless otherwise approved by the PBA.

- Unused tickets expire one (1) year from the original purchase date and will not be refunded or extended.
- Departments that fail to submit validated (entry) tickets in accordance with this policy may forfeit their eligibility to participate in the pre-purchased ticket program for future purchases.