Date: May 28, 2004

To: Vice Presidents for Administration and Finance

From: Dennis Hadayk
Assistant Vice Chancellor, Financial Services
Financing and Treasury

Subject: **Inventory of CSU Parking Facilities**

In order to comply with state reporting requirements, to provide an accurate update of parking information for the CSU Support Budget developed annually by the Chancellor's Office Budget Department and to keep the systemwide records current, we request your assistance in completing the attached inventory of parking facilities.

To ensure accuracy, we ask that each campus conduct a space count of the parking facilities. The inventory should include all revenue and non-revenue producing parking spaces on campus that are maintained and operated by the campus parking program. The inventory should reflect the number of spaces in operation on June 30, 2004. If parking spaces are expected to be added or deleted during fiscal year 2004/05, please delineate these changes in the space provided.

Please submit the completed inventory (Attachment A) to Financing and Treasury by August 1, 2004. Questions may be directed to Angelique Sutanto at (562) 951-4570, or asutanto@calstate.edu.

DH: RHR:as

Attachments

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**Distribution:**

- Chancellor's Office Staff (without attachments)
- Parking Administrators (with attachments)
- Executive Deans (with attachments)