Date: July 13, 2000

To: Vice Presidents for Administration and Finance

Response Requested By: August 1, 2000

From: Richard K. Leffingwell
Senior Director
Financing and Treasury

Subject: Inventory of CSU Parking Facilities

In order to comply with state reporting requirements and to permit us 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 of parking spaces will provide an accurate update, for state budget submissions. 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, 2000. If parking spaces are expected to be added or deleted during fiscal year 2000/01, please delineate these changes in the space provided.

Please submit the completed inventory (Attachment A) to Financing and Treasury by August 1, 2000. Questions may be directed to Ms. Rosa H. Renaud, (562) 951-4570, or rrenaud@calstate.edu.

RKL:RHR

Attachments