



Operations Memorandum

To: CVG Airlines and Tenants

Subject: New QR Code Parking Validations

Date: October 4, 2018

Effective Immediately

NEW QR CODE PARKING VALIDATIONS

Due to the recent installation of new parking equipment at the entrances and exits throughout the parking facilities, validations tickets now have a QR code to scan. You can continue to use the QR validation at any automated exit lanes or cashier booth.

Effective immediately, the white mag stripe validation tickets should no longer be distributed. Any previously issued mag stripe validations can only be accepted at cashier booths.

If your department needs parking validations, please email the Parking & Ground Transportation (P>) team. Please return any unused mag stripe validation tickets and place them in P>'s mailbox at the CVG Centre

Any department distributing parking validation tickets are expected to follow the same specific procedures pertaining to the storage and issuance. When P> receives a written request for validation tickets, P> will provide the QR validation tickets along with an itemized log report listing each validation ticket number being received. As exists today, you will still be required to sign for the QR validation tickets.

Storage: All validation tickets held for distribution in your department must be adequately secured and stored when not in use. The most acceptable storage methods are locked desk drawers or cabinets to which only known, internal people have access. A running inventory of validation tickets on hand must be maintained at all times.

Tracking: Departments are responsible for ensuring that the distribution of validation tickets are only used for appropriate business purposes.

The following information must be recorded each time a parking validation ticket is issued:

- validation ticket number
- to whom the validation ticket was issued
- date the validation ticket was issued
- reason for issuing the validation ticket

This information may be recorded on the log report provided to you when you received the QR validation tickets (sample copy attached), or via any other format approved by P>. The completed log should be submitted to P> when (a) additional validation tickets are requested by your department and (b) upon completion of outstanding series

Each department will be subject to audit of their issued validations and of their inventory on hand. Therefore, it is the responsibility of each department to understand and follow the requirements.

In addition, please be aware that the validation tickets are generated with expiration dates. The expiration dates will be determined based on the need and purpose. Please see below for a sample validation ticket along with a picture of where to scan the validation on the new equipment. Please do not distribute expired validation tickets as they will not be accepted when the patron exits the parking facilities.



KCAB General Policy 1015, Courtesy Parking Programs, contains the requirements and can be referenced as needed. You may also direct any questions or concerns to:

- Joyce Randall- *3172
- Kim Collins- *3162
- Lisa Ransom- *7023