**Definition:**
Maryland Health and Higher Education Facilities Authority - MHHEFA owns the parking facilities located on the Johns Hopkins East Baltimore Medical Campus. Broadway Services, Inc. operates the facilities under contract with MHHEFA.

Invoice and One-Time Payroll Deductions is the process that allows transient parkers who do not have a means to pay for parking, to arrange payment at a later time.

Invoice hot sheets refer to a list of individuals not allowed to complete an invoice for parking.

**Purpose:**
To provide a means to capture revenues for time parked that otherwise could be lost.

**Procedure:**

*Customer Parking Invoice*
Non-JHH/JHU Employee, Patients and Visitors - When a transient parker reaches the exit lane and does not have the means to pay for time parked, the cashier will issue the customer a parking invoice in the amount of the fee for timed parked. The cashier will fill out the information requested on the form and ask the customer to sign. The customer is given the original invoice and a self-addressed envelope and asked to send a check or money order for the full amount to the address listed on the form. Three or more unpaid invoices will result in the individual being added to the Invoice Hot Sheet and denied further use of invoices. Multiple unpaid invoices also can result in the driver's vehicle being impounded, with owed parking fees included in the impound release charge.

*One-time Payroll Deduction Form*
JHH/JHHS/JHU Employees - Transient parkers who are employees and do not have the means to pay for timed parking must go to the garage manager's office to complete and sign the One-Time Payroll Deduction Form. The completed form will be forwarded to the corresponding payroll department. The fee for timed parking will be deducted from the next payroll check and credited to the parking account number.

**Authorized Individuals:** All transient parkers

**Excluded from the Policy:** N/A