

Parking Gate Vending Log

ALL VENDS w/OUT parking payments must have a valid reason logged.

[illegible]

PARKING REVENUE RECONCILIATION PROCESS

PURPOSE: The steps below are intended to ensure C&J is accurately capturing revenue data for **parking payments completed inside the terminal.**

NOTE: All **validations slips** must have a corresponding transaction in either Flash or TDS (AKA POS).

NOTE: All **gate vends** MUST be recorded on the **Parking Gate Vend Log** with a valid reason:

- Any time the gate is vended for a customer to pay for parking in the terminal, note **“parking payment”** as the reason.
- Other gate vends (i.e. AAA, propane delivery, police, etc.) MUST be logged with a detailed reason.

NOTE: C&J is no longer taking cash payment for parking.

Whenever possible, the customer should RE-PARK their car and come into the terminal to pay:

If the customer has a **scannable Flash ticket:**

- **Credit** card payments should be processed using the **Pay-On-Foot** kiosk. This validates the Flash ticket to be used for exiting the lot.

If the customer **does not have a scannable ticket:**

- **Credit** card payments should be processed via the **POS** under “Extended Parking”.
 - o Determine the cost of parking based on bus tickets & process the payment.
 - o Print a receipt for C&J records.
 - o Provide the customer a validation slip
 - o **RECORD** the last **5-digits of the validation slip** on the “Extended Parking” receipt and include the receipt with your cashout.
- If the customer has an unscannable Flash ticket, but the number is readable, **soft close the ticket in Flash.**

If the customer is unable/unwilling to RE-PARK:

Vend the gate and ask them to come to the terminal to pay.

Record the vend on log.

If the customer has a **scannable Flash ticket:**

- **Credit** card payments should be processed using the Pay-On-Foot kiosk.

If the customer **does not have a scannable ticket:**

- **Credit** card payments should be processed via the POS under “Extended Parking”.
 - o Determine the cost of parking based on bus tickets & process the payment.
 - o Print a receipt for C&J records.
 - Write “vend” on the receipt and include the receipt with cashout.