

TO: Department Administrators

FROM: Community and Governmental Relations

DATE: July 1, 2017

RE: Streamlining Payment Process for Street Closure, and Parking Meter Requests

Effective July 1, 2017, the billing process for approved permits for Street Closures and taking Parking Meters out of service will change. The City of Pittsburgh will continue to invoice the University for approved Street Closure and Parking Meter permits through the Office of Community and Governmental Relations. Rather than pay the invoice out of the Community and Governmental Relations budget and recoup through the IDC process, we will now distribute the invoice(s) to the appropriate Unit for direct payment to the City of Pittsburgh.

This change will eliminate the excessive amount of paperwork associated with payment in the Office of Community and Governmental Relations utilizing the IDC process. It is important for all Units to promptly process invoice(s) for payment to preserve our relationship with the City of Pittsburgh. All other elements of the permitting process will remain the same.

If you have any questions concerning this change, please contact Tami Hirth at [Hirth@pitt.edu](mailto:Hirth@pitt.edu) or 412-624-7708.