

桃園行政處公告

中文標題：桃園校區 109 學年度教職員停車證申請注意事項

英文標題：Notices for 2020-21 Online TYN Campus Parking Permits Applications

各位老師與同仁您們好：

一、室內汽機車申請日期：

109 學年度桃園校區教職員 **室內** 汽機車停車證將於 6月8日(星期一)上午 10:00 至 6月15日(星期一)下午 16:00 開放申請。教職員請至學校首頁登入帳號密碼，再進入整合資訊系統/公開訊息查詢/停車證申請。室內汽車及機車抽籤時間為 6 月 16 日(星期二)中午 12:00，由電腦系統隨機抽籤。中籤名單於 6 月 18 日(星期四)中午 12:30 公佈在 Q棟打卡處 公佈欄，亦可自行登入 整合資訊系統查詢。

※請中籤之教職員攜帶申請表、駕照、行照正本與費用於 8月3日(星期一)上午 9:00 起 至 Q 棟聯合辦公室自動繳費機或總務組繳費。

二、請注意自 106 學年度起，EE 棟機車車位分配改由電腦抽位，教職員辦理機車證後，請按照抽籤結果之停車格停放。

三、申請 **室外** 汽車停車證者請於 8月3日(星期一)上午 9:00 起 進入教職員資訊系統填寫申請表，直接列印申請表並攜帶駕照、行照正本與費用至 Q 棟聯合辦公室自動繳費機或總務組繳費，謝謝。

承辦人：桃園行政處 鄭雅齡 分機 5111

Dear colleagues,

1. Indoor parking permit applications:

Indoor parking permits for cars and/or motorcycles for next academic year (2020-21) on Taoyuan campus will be open for application **from June 8 (Mon.) 10:00 am to June 15 (Mon.) 16:00 pm**, 2020. For application, please log in with your employee ID # and password on MCU Homepage, click "Faculty & Staff System," then click on "Application for Taoyuan Parking Permits for Cars and Motorcycles" under the Personal Information to proceed. Please ask your department secretary or assistant to help you with the process, if needed. The computer system will automatically draw lots at 12:00 pm on June 16 (Tue.) for indoor parking space. A list of those who obtain parking spots in TYN will be announced on the Bulletin Board next to the clock in/out sensor in Q Building at 12:30 pm on June 18 (Thur.); it will also be available

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online through "Faculty and Staff System". These individuals are asked to please print out the application form and bring their original driver's license and vehicle registration to pay the fee using the automatic pay station in Q Building or at TYN General Affairs Section **starting from August 3 (Mon.), 9:00 am.**

2. Beginning from 2017-18 AY, the computer system will automatically draw lots for the motorcycle parking spaces in EE Building. Please park your motorcycles in accordance with the result of the lot drawing after you receive your parking permits.

3. The outdoor car parking application period starts from **August 3 (Mon.), 9:00 am.** Please complete your application online through "Faculty & Staff System" after August 3 (Mon.), 9:00 am, print it out and bring your original driver's license and vehicle registration to pay the fees through the automatic pay station in Q Building or at TYN General Affairs Section to collect your parking permit.

Responsible Staff : Ms. Cheng, Ya-Ling, Taoyuan Campus Administration Division at Ext: 5111