

Managing Director's Directive

From Amanda McMillan

MDD 08/11 CANCELLING CAR PARK ACCESS AND CHARGES

The purpose of this MDD is to remind all staff car park stakeholders, in particular 'authorised signatories', of the process for cancelling car park access and charges.

When car park access is no longer required, it is essential that the authorised signatory completes the 'CAR PARK CANCELLATION FORM' (Form:- scp/cxl/10) available from the ID Centre. Until this is received by ID Centre Staff the car park space will remain active with invoice charges for the service continuing to be issued.

The process for cancelling the car park pass is attached to this notice.

Amanda McMillan
Managing Director

It is the responsibility of all employers to ensure that the relevant MDD/MDN's are brought to the attention of their staff, however, individuals remain responsible for their own actions and those who are in any doubt should consult their supervisor or manager.

For more information
please contact Ian Buchan on
0141 848 4186

BAA Glasgow

PROCEDURE FOR CANCELLING CAR PARKING ARRANGEMENTS

