Parking Meter Cash Key Instructions

Purchase Value

- Price: minimum of $40.00 + $20.00 refundable deposit upon return of cash key
- Cash key can be reloaded with additional value during business hours by bringing it to Parking and Transportation Services.
  **EXAMPLE:** If you have $3.00 of value remaining on your cash key and you purchase an additional $40, you will have $43 on your cash key.
- Purchases may be made at the Parking and Transportation Office Building, 1117 E. Sixth St, with cash, check, Visa, Mastercard, American Express, or IBF

Cash Key Use

- Each cash key insertion into the meter will deduct $1.50 from your cash key and will add one hour of parking time on the meter.
- Upon insertion of the cash key into the meter, the meter will display the dollar value remaining on your cash key. When you remove the cash key, the meter will display the amount of time given for that key insertion then it will display the cumulative time given for all insertions.
- **DO NOT** insert cash key beyond the four hour limit. If cash key is inserted when four hours of parking time is already indicated on the meter, the meter will deduct $1.50 from your cash key, however the meter will *not* give you additional parking time.

Lost or Stolen Cash Key

- Parking and Transportation Services will not be responsible for lost or stolen cash keys.
- Report any lost or stolen cash key to Parking and Transportation Services.
- Deposits will only be returned if we recover a lost or stolen cash key.
- Any time remaining on a lost or stolen cash key will not be refunded.

The "cash key" is a small key that can be inserted into any of the digital meters on campus. Great for those who use the meters often, but don’t want to carry around extra change!

1. **Insert Cash Key** - Meter displays number of dollars left on key

2. **Remove Cash Key** - Meter displays time given (i.e. 1 hour) from that insertion...

... then it displays the total time given.