

Figure 1: Example of a Memo

MEMORANDUM

TO: Staff

FROM: Parking Authority Office

DATE: August 27, 2002

SUBJECT: **NEW PARKING PERMIT STICKERS**

Parking permit stickers for the new academic year can be purchased from 8:30-4:30 at the Parking Authority Office in ME100B.

Stickers cost \$160.00 and can be purchased by cheque, cash or through four monthly payroll deductions. We cannot accept credit cards.

On September 4, Municipal Parking Authority Officers will begin ticketing all cars without the 2002-2003 parking permit stickers.