



## FACULTY & STAFF RAM RUSH REQUEST FORM

**INSTRUCTIONS:** Please complete the following form (sections A, B, C, and D). To continue the RAM RUSH Transportation service from semester-to-semester, you must renew this form request at the beginning of each semester. RAM RUSH will not be activated until the transportation fee is paid in full and an updated request form is on file. Return forms to [ramrush@asurams.edu](mailto:ramrush@asurams.edu) for processing. For further information, please contact the Auxiliary Services Coordinator at 229-500-2883. \*NOTE: All RAM RUSH Transportation fees are non-refundable.

<b>A</b>	<b>Employee Information : To be completed by Employee</b>		
Employee's Name:		Employee 900#:	
<b>B</b>	<b>Office Information: To be completed by Employee</b>		
Building/Office #:		Office Phone Number:	Cell Phone Number:
ASU Email Address:			
<b>C</b>	<b>Employee Status: To be completed by Employee</b>		
<input type="checkbox"/> Part-Time Faculty <input type="checkbox"/> Full-Time Faculty		<input type="checkbox"/> Part-Time Staff <input type="checkbox"/> Full-Time Staff	
<b>D</b>	<b>Payment Method: To be completed by Employee</b>		
If payroll deduction is chosen, a maximum of three (3) payroll deductions will occur to ensure the transportation fee is paid in full.			
<input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> Check <input type="checkbox"/> Payroll Deduction			
<b>E</b>	<b>RAM RUSH Participation Acknowledgement: To be completed by Employee</b>		
I hereby authorize the Auxiliary Services Department to charge my banner account the \$35 RAM RUSH Transportation fee. I understand that I must renew my RAM RUSH Transportation request at the beginning of each semester in order to continue the RAM RUSH Transportation service. If my request is not renewed at the beginning of any given semester, I understand that I will not have access to the RAM RUSH service until I submit a new request form and pay the \$35 transportation fee in full. *RAM RUSH transportation fees are non-refundable. The fee is per semester.			
Employee Signature:		Print Name:	Date:
<b>F</b>	<b>Payroll: To be completed by Payroll Administrator</b>		
<input type="checkbox"/> Accepted for payroll deduction			
Print Name:		Title:	
Signature:		Date:	
<b>G</b>	<b>Auxiliary Services ONLY: To be completed by Auxiliary Administrator</b>		
Charged to Banner Account:	Date: _____	Charged by: _____	
Application/Request Status:	<input type="checkbox"/> Approved <input type="checkbox"/> Pending Payment		
Auxiliary Services Title:			
Print Name:			
Auxiliary Services Signature:			Date: