



FACULTY & STAFF RAM RUSH REQUEST FORM

INSTRUCTIONS: For Faculty and Staff electing to participate in the RAM RUSH Transportation Program, please complete the following form (sections A, B, C, and D). To continue the RAM RUSH Transportation service from semester-to-semester, you must complete this form to renew the service 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. Upon completion of this form, please submit to ramrush@asurams.edu for processing. For further information, please contact Kristine Jones at 229-317-6771. *NOTE: All RAM RUSH Transportation fees are non-refundable.

A	Employee Information : To be completed by Employee		
Employee's Name:		Employee 900#:	
B	Office Information: To be completed by Employee		
Building/Office #:		Office Phone Number:	Cell Phone Number:
ASU Email Address:			
C	Employee Status: To be completed by Employee		
<input type="checkbox"/> Part-Time Faculty <input type="checkbox"/> Full-Time Faculty		<input type="checkbox"/> Part-Time Staff <input type="checkbox"/> Full-Time Staff	
D	Payment Method: To be completed by Employee		
Once Auxiliary Services receives an approved verification from payroll or banner that the fees are paid in full, your RAM RUSH service will be activated.			
<input type="checkbox"/> Cash <input type="checkbox"/> Credit		<input type="checkbox"/> Check <input type="checkbox"/> Payroll Deduction	
E	RAM RUSH Participation Acknowledgement: To be completed by Employee		
I hereby authorize the Auxiliary Services Department to charge my banner account the \$35 per semester 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.			
Employee Signature:		Print Name:	Date:
F	Payroll: To be completed by Payroll Administrator		
<input type="checkbox"/> Accepted for payroll deduction			
Print Name:		Title:	
Signature:		Date:	
G	Auxiliary Services ONLY: To be completed by Auxiliary Administrator		
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: