

MISSISSIPPI STATE UNIVERSITY FACULTY/STAFF CITATION APPEAL FORM

PLEASE READ CAREFULLY BEFORE COMPLETING

1. This form must be completed and returned in person to the first floor of the YMCA Building on or before the appeal date on the bottom of the citation.
2. You may use the back of the page to use a diagram if needed. May include: street name, building name, and directions.
3. Faculty/Staff Appeal Board is made up of faculty and staff members.
4. The decision will be sent to your MSU e-mail address. MSU policy states that you must set up and use your MSU email.
5. Your citation must be attached to this appeal form.
6. **In addition to the fine, an administrative charge of \$5 will be added to each appeal if denied by the appeals board.**
7. Attach any appropriate documentation to support your appeal.

PLEASE PRINT NEATLY AND CLEARLY

NAME _____ MSU ID # _____

PARKING DECAL? Yes No ZONE _____

CELL PHONE # _____ NET ID/MSU EMAIL _____ @msstate.edu

IS THIS YOUR VEHICLE/ IS DECAL IN YOUR NAME? Yes No

WERE YOU RESPONSIBLE FOR THE VEHICLE AT TIME OF CITATION? Yes No

THE REGISTERED (DECALED) OWNER OF THIS VEHICLE MUST BE PRESENT TO APPEAL CITATION!

REASON FOR APPEAL:

A Citation (ticket) number: _____ **B** Date of appeal on citation: _____

OFFICE USE ONLY CASE # _____ Appeal taken by _____ Date _____

INNER OFFICE USE ONLY! DO NOT WRITE IN THIS BLOCK!

Your appeal has been reviewed: _____ (Date)

Reason for decision:

_____ APPEAL Multiple Citations Other

_____ REDUCE First Offense _____

_____ DENY Misinformed of Rule _____

_____ Wrongly Cited _____

_____ Emergency Situation

_____ TOTAL DUE

THE AMOUNT LISTED ABOVE IS REFLECTED ON YOUR ACCOUNT. PAYMENT CAN BE MADE AT THE CASHIER'S WINDOW IN GARNER OR ONLINE BY LOGGING INTO YOUR BANNER ON MY.MSSTATE.EDU.

REFER TO SAMPLE CITATION FOR INFORMATION NEEDED ON APPEAL

TRAFFIC VIOLATION NOTICE

MISSISSIPPI STATE UNIVERSITY

Citation # **12L01018** A

Issue Date: 09/06/11
Issue Time: 13:08 Officer: 161

Location: Barnes & Noble
Meter Number:
Chalk Time:

Violation:
1 Overtime Parking
3.3(14) B
Fine Amount: \$30.00

This citation can be appealed on or before **09/21/11**. After this date the citation can no longer be appealed.

Permit Number:
License: _____

Comments:
PHOTOS TAKEN

PENALTY MAY BE PAID AT THE ACCOUNT SERVICES OFFICE IN GARNER HALL, OR ATTACH CHECK-MONEY ORDER TO THIS CITATION AND MAIL TO ACCOUNT SERVICES, P.O. BOX 5328, MISSISSIPPI STATE, MS 39762. SEE BACK FOR ADDITIONAL INFORMATION.