

I am an employee at SMU and I want to purchase a discount BART/ AC Transit ticket:

How much are the BART tickets?

You pay \$34.00 for a ticket worth \$64.00 or \$25.50 for a ticket worth \$48.00; you can purchase up to 3 at a time, but you can only purchase them at the times below. The amount will then be deducted from the mid-month pay period for any month that you go and request them otherwise it will not be.

Where can I get them? How do I apply?

If you are an employee at the Oakland campus go to the parking office at 3100 Summit, room G615A and ask for the transit sales paperwork. Once you have submitted the initial paper work you can simply go on sales days and purchase your BART tickets. If you are in one of the 3 Learning Centers, ask around, one of the administrative assistants is in charge of collecting all the orders and payments; along with making sure they are couriered to the site.

When can I get them?

If you are a brand new customer applications must be received no later than the 3rd Monday of the month, once the application is processed, you will actually be able to purchase them Mon, Wed or Fri during the last week or the first week of the following month.

You only have to do the application process the first time.

☉ **Application Deadline** **No later than the 3rd Monday of the month**

☉ ***ID BADGES ARE REQUIRED FOR ALL TRANSIT SALES.***

BART Ticket Customers – after your applications have been processed you can purchase tickets the last week of the month and the first week of the following month.

*SUMMIT CAMPUS
(Parking Office)*

*(Monday – Friday)
8:00AM – 12:00N
1:00PM – 4:30PM*

*SUMMIT CAMPUS
(Parking Office)*

*(the last and first Fridays)
6:30AM – 12:00N
1:00PM – 3:30PM*

Office hours for transit sales will begin at 6:30am-3:30pm to accommodate night shift employees. Every (last and first) Friday of the month this will apply.

**Thank you,
Dyanasha Mc Cree
PARKING & TRANSPORTATION SERVICES
3100 Summit Room G615 655-4000 ext.2126/ 869-6644fax**