

SDSU Advance Parking Permit Purchase Request

With this form, SDSU departments and auxiliary organizations may purchase an advance supply of "Faculty/Staff" parking permits for guest use only.

1. Type One Permits (one day only).
2. Type Three Permits (weekly, monthly or semester); department must provide dates of the event and attach written justification for request.
3. "No Cite" Requests For Special Events (35 cars minimum).

Permits purchased through this process are for guest use only, allowing visitors to SDSU to park in "Faculty Staff" lots. These permits cannot be used by faculty, staff or students. Violations may result in the suspension of authorization to purchase these permits.

All purchases are final; no refunds or replacements.

<u>Permit Type</u>	<u>Quantity</u>	<u>Price</u>	<u>Unit</u>	<u>Total</u>
Type One (daily) permit(s) requested:	_____	4.00	Each	_____
Type Three (weekly) permit(s) requested:	_____	11.00	Per Week	_____
Type Three (monthly) permit(s) requested:	_____	38.00	Per Month	_____
Type Three (semester) permit(s) requested:	_____	135.00	Each	_____
Vehicle(s) for "no cite" requested: (Mon.-Sun.)	_____	4.00	Each	_____
Tan permit(s) requested:	_____	4.00	Each	_____
Total amount to be billed:				=====

NOTE: Only Auxiliary PO's. or Oracle account numbers will be accepted.

Oracle Acct# to be billed: _____ . _____ . 61705 . _____ . _____ . _____ . 0000

OR

Auxiliary Organization to be billed: _____ PO# _____

Department Name: _____ Approving Official (print): _____

Date of Event: _____ Suggested Area for a "No Cite." _____

Purpose of Event: _____

Beginning and Ending Time of Event: _____

Phone #: _____ E-mail: _____

Signature: _____ Date: _____

Submit completed form to the Parking Services Office, MC-4390. Forms may also be emailed to parking@mail.sdsu.edu or faxed to (619) 594-1015.

FOR PUBLIC SAFETY USE ONLY

Transaction # _____

Type One permits Issued: # _____ through # _____

Type Three permits Issued # _____ through # _____

Authorized by: _____ Date: _____

Received by: _____ Sign _____ Print _____ Date _____