Non-Department Permit Request

With this form, Non-Department groups may purchase an advance supply of parking permits for guest use only.

1. **Type One Permits** (one day only).
2. **Type Three Permits** (weekly); group or organization must provide dates of the event and attach written justification for request with a list of names for each permit.
3. "**No Cite**" Requests in lieu of permits (35 vehicle minimum).

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

All purchases are final; no refunds or replacements.

# of Type One (daily) permits requested: _______ @ $7.00 Total: $ _______

# of Type Three (weekly) permits requested:* _______ @$15.00/wk Total: $ _______

# of Vehicles for "no cite" requested: (Mon.-Sun.) _______ @$7.00 Total: $ _______

* Type Three requests must be accompanied by a detailed written justification.

Payment method: Check □ Cash □ Credit Card □ PO □

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

Purpose of Event: __________________________

Beginning and Ending Time of Event: __________________________

Phone #: __________________________ E-mail: __________________________

Name: __________________________ Signature: __________________________ Date: __________________________

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

FOR PATS USE ONLY

Transaction # __________________________

Type One permits Issued: # _______ through # _______

Type Three permits Issued: # _______ through # _______

Authorized by: __________________________ Date: __________________________

Received by: __________________________ Sign __________________________ Print __________________________ Date __________________________