



**SAN DIEGO STATE  
UNIVERSITY**  
Parking & Transportation Services

**Non Department Parking Permit Request Form**

5500 Campanile Drive San  
Diego, CA 92182-4390  
Website: [sdsu.edu/parking](http://sdsu.edu/parking)

With this form, **Non-SDSU Departments** may purchase an advance supply of parking permits for guests use only.

1. **Daily Permits** (one day only).
2. **Weekly Permits** group/organization must provide dates of the event and attach written justification for request.

Permits purchased through this process are for guest use only, allowing visitors to 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.

<u>Permit Type</u>	<u>Quantity</u>	<u>Price</u>	<u>Unit</u>	<u>Total</u>
Daily Permits Requested:	_____	\$7.00	Each	_____
Weekly Permits Requested:	_____	\$15.00	Per Week	_____
Service Vendor Permits Requested:	_____	N/A	N/A	N/A
Total amount to be billed:				_____

**Note: Type Three request must be accompanied by a detailed written justification.**

Payment Method:                      Check                                      Cash                                      Credit Card

Approving Official: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Beginning and Ending time of event: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Payment will not be accepted over telephone**

**Please submit completed form to Parking & Transportation Services**  
**Office:** (619) 594-6671 **Email:** [parking@sdsu.edu](mailto:parking@sdsu.edu) **Fax:** (619) 594-1015 **MC:** 4390

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**For PATS Use Only**

Type One Permits Issued:                      # \_\_\_\_\_ through # \_\_\_\_\_

Type Three Permits Issued:                      # \_\_\_\_\_ through # \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_

(Sign)                                      (Print)                                      (Date)