

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.

Total: \$ _____ -

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