University Parking Services has developed the following process for CSUEB departments to purchase parking permits for departmental use. Regular employee and student decal permits, or daily student permits are not purchased via this process. This is only for special permits that University departments or Auxiliaries have chosen to provide for their visitors, guests or consultants.

The following permits can be purchased and are valid in general and staff lots, but exclude special permit locations:
- Daily Weekday Permits: Monday – Thursday (All Day) and Friday (until 5pm): $10.00
- Monthly Permits: $46.67
- Quarterly (typically provided to consultants with extended contracts): $140.00

Procedure/process for departments to purchase these permits:
- Requesting department fills out the form below and has it signed by the authorizing administrator. The form is then taken to the Cashier’s Office (SA 1st Floor).
- Cashiers will verify that the form is filled out completely and provide the department with the requested permits.
- Forms will be kept at Cashier’s and submitted to Accounting once a month for billing.
- The Cashier’s Office keeps a log of all permits provided to them by UPS as well as the log of those dispensed to requesting departments. Cashier’s office will also complete proper reconciliations to ensure all permits dispensed are properly accounted for and revenues credited.

Please bring your photo I.D. when picking up permit(s):

Department: __________________________
Requestor (Please Print): __________________________ Extension: __________________________
Person Authorized to Pick-Up: __________________________
Type of Permit (Circle Appropriate): Daily Monthly Quarterly
Number of Permits: __________________________
Chartfield Account To Be Charged: __________________________
(Account) (Fund) (Department) (Program)
Name of Authorized Administrator for Chartfield: __________________________ Signature __________________________
Signature Upon Receipt of Requested Permits (Sign in presence of cashier):
Name (Please Print) __________________________ Signature __________________________

For Accounting Office Use Only
Permit #(s) Sold: to __________________________ Total # of Permits Sold: __________________________
Amount to be Charged to Chartfield: $ __________________________ Date Processed: __________________________