Parking & Transportation Services has developed the following process for CSUEB departments to purchase parking permits for departmental use.

This is only for special permits that University departments or Auxiliaries have chosen to provide for their visitors, guests or consultants. Regular employee and student permits, or daily student permits are not purchased via this process.

The following permits can be purchased and are valid in general and staff lots, but exclude reserved parking spaces:

- **Daily Weekday Permits**: Monday – Thursday (All Day) and Friday (until 5pm): $10.00
- **Monthly Permits**: $46.67
- **Fall or Spring Semester** (typically for consultants with extended contracts): $215.00
- **Summer Session** (typically for consultants with extended contracts): $130.00

**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 Parking & Transportation Services 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.

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**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 Semester Summer Session

Number of permits: ________________

Chartfield Account to be charged: ____________________________

(Account) (Fund) (Department) (Program)

Name of authorized administrator for Chartfield: (Please Print) ____________________________

Signature ____________________________

**Signature upon receipt of requested permits (Sign in presence of cashier):**

______________________________ (Name, please print) ______________________ (Signature)

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**For Accounting Office Use Only**

Permit # (s) sold: ____________________________ to ____________________________ Total # of permits sold: _________________

Amount to be charged to Chartfield: $______________ Date processed: _______________