CSUEB Parking & Transportation Services
Procedure for Departmental Purchases of Parking Permits for Visitors, Guests & Consultants
Effective Date– 08/20/18

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 Cashiers 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.**

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

For Accounting Office Use Only

Permit #(s) sold: _____to_____ Total # of permits sold: _____

Amount to be charged to Chartfield: $_____ Date processed: _____