



UC San Diego

Policy & Procedure Manual

[Search](#) | [A-Z Index](#) | [Numerical Index](#) | [Classification Guide](#) | [What's New](#)

PARKING SERVICES

Section: 545-2 EXHIBIT E

Effective: 07/01/1991

Supersedes: 07/01/1987

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REQUEST FOR PARKING PERMITS

THIS IS TO BE USED FOR DEPARTMENTAL RECHARGES ONLY
USE ONE BUDGET NUMBER PER FORM

DATE: _____

<u>PERMIT TYPE</u>	<u>ONE PERMIT TYPE PER FORM</u> <u>QUANTITY</u>	<u>SEQUENCE ISSUED</u>
FULL DAY _____	_____ (10 MINIMUM)	_____
HALF DAY _____	_____ (10 MINIMUM)	_____
NIGHTLY _____	_____ (10 MINIMUM)	_____
WEEKEND _____	_____ (10 MINIMUM)	_____
WEEKLY _____	_____	_____
OTHER _____	_____	_____

NOTE: IF YOU ARE REQUESTING A DEPARTMENTAL "A" OR "B" PARKING PERMIT PLEASE COMPLETE AN APPLICATION FOR PARKING PERMIT FORM AND RETURN IT WITH THIS ORDER.

DEPARTMENT: _____

REQUESTING PARTY: _____

EXTENSION: _____ MAIL CODE: _____ BUDGET NUMBER: _____

ACCOUNT-FUND NUMBER: _____

AUTHORIZED SIGNATURE: _____

THERE IS A **48-72** HOUR TURN-AROUND ON PERMIT RECHARGES. WE **DO NOT** SEND PERMITS THROUGH CAMPUS MAIL. YOU WILL BE CONTACTED WHEN PERMITS ARE READY FOR PICK-UP.

FOR OFFICE USE ONLY

I _____	L _____	
H _____	A _____	
N _____	Q _____	
W _____	M _____	
O _____	4 _____	
B _____	C _____	

BATCH # _____

RECHARGE

AMT. _____

BUDGET NUMBER: _____

INTL/DATE: _____

AMT. _____
DATE: _____
BUDGET #: _____