

2021-2022 Departmental Official Business Parking Permit Request

Please complete the form, save it, and email it to smceldow@ufl.edu with the subject line "OB Permit Request".

Alternately, you may submit it to our office by fax to: (352) 846-0304,
or by mail to: UF Transportation and Parking Services, PO Box 112400, Gainesville, FL 32611-2400.
For questions regarding this form, please contact us at (352) 392-PARK (7275).

Contact Information

Name of Requesting College/Department/Agency:

PO Box:

Physical Location or Address:

Point Of Contact:

Phone Number:

Email Address:

Permit Information

IF RENEWING AN EXISTING OFFICIAL BUSINESS PERMIT,
PLEASE PROVIDE CURRENT/PREVIOUS PERMIT NUMBER:

Number of Permits for Office Use*:

Number of Permits for Guest Use*:

*Permits for office use cannot be used by guests, and guest permits cannot be used by faculty, staff or students under any circumstances.

Permit Needs/Justification
(if a one-hour service drive
permit will not meet your
needs, please explain
and provide appropriate
justification):

Payment Information (P-card, check or cash payments can be processed more quickly)

If you wish to pay by P-card, check or cash, please provide billing information for payment instructions:

Billing Contact:

Phone Number:

Email Address:

If you wish to pay by an Expense to Revenue (E to R) Transaction, please provide contact and chartfield information:

Billing Contact:

Phone Number:

Email Address:

Chartfield String: