

# 2020-2021 Departmental Official Business Parking Permit Request

Please complete the form, save it, and email it to [smceldow@ufl.edu](mailto: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: