

2023-2024 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 mail it 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, IF AVAILABLE:

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)

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 chartfield information:

Chartfield String: