

Departmental Service Vehicle Parking Permit Application

Year: 2016/2017 Department Name: _____
 Dept #: _____
 Contact Person: _____
 Phone ext: _____ Email: _____

Acceptance and Use of a Parking Permit Acknowledges compliance with the terms and conditions of the University of Guelph Parking and Traffic Regulations.

Charges will not be processed until an agreed choice of Parking Locations has been determined and the permit issued.

An annual permit must be purchased by staff (not using departmental funding) prior to service vehicle permit being processed.

Permit Application will not be processed until the Chair/Dean then your Vice President has authorized using Departmental Funding.

Coding

| <u>Qty</u> | <u>Fund</u> | <u>Unit</u> | <u>Grant</u> | <u>Project</u> | <u>Object</u> | <u>Amount</u> | <u>Auth Yes</u> | <u>Auth No</u> |
|------------|-------------|-------------|--------------|----------------|---------------|---------------|---------------------|--------------------|
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Reason Requesting Permit (Floater/Departmental Van):

| <u>Vehicle Lic Plate #</u> | <u>Make</u> | <u>Model</u> | <u>Colour</u> |
|--------------------------------|-------------|--------------|---------------|
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***Departmental Authorization:** _____ / _____
(Chair/Dean Signature) (Chair/Dean Print Name)

***VP Authorization:** _____ / _____
(Vice President Signature) (Vice President Print)

***Both authorizations required to process this application.**

Date: _____

For Parking Office Use Only: UID #: _____
 Date Entered: _____ Permit #: S _____