

# Departmental Official Business Parking Permit Request

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

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\*:

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: