



## OFFICE OF SPONSORED PROGRAMS PARKING REQUEST FORM

Complete the following form and forward to OSP for approval.  
Forms can be submitted via fax (994-7951) or in paper. Forms will be returned to the Department/Contact.

### INFORMATION

Contact Name &  
Extension:

Who is the tag(s)  
registered to?:

Charge to  
Index/Fund:

# of Annual  
Parking Permits  
Requested:

Date:

# of Visitor  
Hangtags  
Requested:

Department:

Total Requested:

Requestor/Authorized  
Signature:

### PROCEDURES

1. Departments are responsible for submitting the approved form to University Parking Services, fax 994-5508.
2. All OSP and IDC/F&A accounts require prior approval to purchase visitor parking hangtags or annual parking permits.
3. Parking tags for personal use are not allowed on IDC or grant funds.
4. Contact OSP at 994-2381 for any assistance or questions!

OSP Signature: \_\_\_\_\_ Date: \_\_\_\_\_