

### Validation Stamps/Day Pass Request

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Validation Stamps** (Available in books of 50)

_____ Qty.	1/2 Hour Stamp Books \$17.50	_____ Qty.	1 Hour Stamp Books \$35.00
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#### Blank Day Pass Request:

These permits will be pre-printed with "places valid". Requesting departments are responsible for insuring that permits are completed, in ink with "date" and "issued by" name. Incomplete permits can cause your guests to receive parking citations.

\_\_\_\_\_ Qty. A. Valid in Reserve, General and Meters: \$10.00

\_\_\_\_\_ Qty. B. Valid in Reserve, General, Meters, Visitor Lots and Parking Structure: \$18.00 a day

#### Department Special Permits:

\_\_\_\_\_ Qty. 2 Hour Department Special (cost: \$114)

\_\_\_\_\_ Qty. 4 hour Department Special (cost: \$228)

\_\_\_\_\_ Qty. 8 Hour Department Special (cost: \$455)

\_\_\_\_\_ Qty. Department Long-term Visitor (General Areas - \$51.00))

\_\_\_\_\_ Qty. Department Long-term Visitor (Reserve & General Areas cost \$103) ( ) check to include Visitor Lots (cost \$129.00)

#### Visitor Permits:

Visitor Name	Date of Visit	Permit Type
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Permit Types:

- N/C: No-charge Guest Pass (not compensated for their time) – valid in General, Visitor lots & Parking Structure, also Reserve areas after 5 p.m.
- Basic: Valid in Reserve, General and Meters (cost \$10.00 a day)
- All: Valid in Visitor lots, Parking Structure, Reserve General and Meters (cost \$18.00 per day)

#### Payment Method:

Payment by Department -processed via Internal Payment Process-

Please supply your Dept ID and check the box with the account code that best describes your purchase:

Dept ID (10 digit) \_\_\_\_\_

Please check one of these two account codes:

\_\_\_\_\_ Account Code 515000 Purchase is for Department Special Permits

\_\_\_\_\_ Account Code 599000 Purchase is for Non-Employee Parking (visitors & guests of department)

Charge will be processed to the Dept. ID specified above-This form serves as your receipt

**Note: BSU Pcard may not be used for Parking charges**

#### Credit Card: Personal payment/or non-BSU entity payment

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Notify that this request has been received? \_\_\_ YES \_\_\_ NO Pick-Up Date: \_\_\_\_\_ Mail \_\_\_ Mail-Stop \_\_\_\_\_

For Office Use Only

Date of Invoice: \_\_\_\_\_ Invoice #: \_\_\_\_\_ IN #: \_\_\_\_\_