

University Tower/Research Park (UT/RP) Stand-Alone Departmental Service Permit

In requesting this permit, the Department Representative acknowledges and ensures the use of campus funds for the purchase of the UT/RP Stand-Alone Departmental Service Permit and agrees that:

- The department requesting the permit is located off-campus in either University Tower or Research Park.
- **This permit is not intended for exclusive use by any one employee, but is a permit that is shared by a department for use in designated University of California Irvine parking lots and/or structures.**
- Permits are issued strictly for campus business purposes requiring the use of personal vehicles when state vehicles would normally be assigned. The use of the permit to supplement faculty, staff, or student parking privileges is prohibited and will result in the cancellation of the permit privileges.
- Permits do not require the simultaneous display of a personal permit.
- **The use of the permit by outside vendors is strictly prohibited.**
- Permits are valid only in spaces marked specifically for use by service vehicles and are subject to posted time restrictions. In the event that sufficient service vehicle parking is not available, the operator is required to find parking in general and "AR" unassigned stalls.
- Should this permit be lost or stolen, the department is responsible for notifying UCI Transportation immediately.

As the Department Head, I have read and understand the permit information stated above.

Signature: Date:
Name: Employee ID:

Department Name:

Account Number:

Department Accounting Contact: Extension:

Print your name: Date:

Signature: Date:

FOR OFFICE USE ONLY

Permit: Product No:

Permits @ \$ ea. Date Range: to Amount:

Total Amount =

Notes:

For more information: