



2009-10 DEPARTMENT PERMIT APPLICATION

DEPARTMENT INFORMATION (this section should be completed by sponsoring department representative)

Department name		Name	Date (required)
Dept. rep. responsible for this permit		Email (required)	
Campus phone (required) ()	I am sponsoring applicant through (no later than 8/31/10): <input type="checkbox"/> I certify that this person is formally affiliated with my department or organization.		

BUSINESS INFORMATION (this section must be completed by sponsoring department)

Company name	Name of person <u>responsible</u> for this permit		
Business address [street, city, state, zip] (required)			Daytime phone ()
Driver's license # (required)	Vehicle license plate # (required)		

TYPE OF PERMIT

<input type="checkbox"/> Vendor service vehicle (annual) Off-campus vendors ONLY Quantity ____	<input type="checkbox"/> Vendor service vehicle (monthly) Start date _____ Number of months ____ Quantity ____
<input type="checkbox"/> Dept. service vehicle (annual) On-campus departments ONLY Quantity ____	<input type="checkbox"/> Dept. service vehicle (monthly) Start date _____ Number of months ____ Quantity ____
<input type="checkbox"/> Off-site dept. service vehicle (annual) Off-campus departments ONLY Quantity ____	<input type="checkbox"/> Off-site dept. service vehicle (monthly) Start date _____ Number of months ____ Quantity ____
Pedestrian Zone access requires a separate application form and P&TS approval. See notice on Page 2.	
<input type="checkbox"/> 'A' Business (annual) Consultants, auditors, and off-campus depts ONLY; No Pedestrian Zone access Quantity ____	<input type="checkbox"/> 'A' Business (monthly) Start date _____ Number of months ____ Quantity ____

PAYMENT METHOD

<input type="checkbox"/> Cash <input type="checkbox"/> Check (make payable to "Transportation") <input type="checkbox"/> Credit Card (Visa or MasterCard ONLY) Do NOT fax or mail credit card information. Submit application, then call P&TS at 650.723.9362 to provide the information.	DEPARTMENT ONLY <input type="checkbox"/> SU13 (attach form) <input type="checkbox"/> P-Card
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PLEASE READ AND SIGN:

I certify the above information is true. I agree to the terms stated in Stanford University Parking & Transportation Services' rules and regulations. I understand that transferring, falsifying, or any misuse of the permit may result in revocation of my parking privileges. I also understand that if my permit is lost or stolen, I will be charged a replacement fee, and may be responsible for paying for the full value of the permit. (There is no charge for replacement with a police report.)

X	_____	_____	_____
	DEPARTMENT EMPLOYEE OR SPONSOR	PRINT NAME	DATE
X	_____	_____	_____
	PRIMARY PERMIT HOLDER	PRINT NAME	DATE
X	_____	_____	_____
	P&TS APPROVAL		DATE

DEPARTMENT PERMIT

Revised 7/09



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PEDESTRIAN ZONE ACCESS REQUEST

Are you requesting Pedestrian Zone access with your service vehicle permit? Pedestrian Zone access requires a 2009-10 Pedestrian Zone Access Application form and approval by P&TS management. Visit the Forms and Applications section of the P&TS website to obtain this application form.

CAUTION: Pedestrian Zone access is for loading and unloading only. All vehicles with a service vehicle permit must park in a service vehicle space while in the Pedestrian Zone. **NOTE:** All service vehicle spaces within the Pedestrian Zone have a 2-hour time limit.

IMPORTANT: Using university funds for parking permits

University funds may be used exclusively for department business and for permits used by contractors, consultants, and auditors who bill their costs to the department or project. University funds may not be used to pay for permits needed as a part of any employee's or student's commute.

"University funds" means any funds that flow through the university, including but not limited to general funds, income that supports a school or program, gifts, grants, and contracts. Other organizations on campus, such as Stanford Hospital & Clinics, have their own policies on this matter. Consult your financial manager for more information.

LONG-TERM PERMIT PRICES

Purchase price during the month of:	SERVICE VEHICLE Vendor, department, off-site department	A Business
	Annual 12-MO. (thru 8/31/10)	Annual 12-MO. (thru 8/31/10)
SEPTEMBER 2009	\$1,452	\$726
OCTOBER	\$1,331	\$665.50
NOVEMBER	\$1,210	\$605
DECEMBER	\$1,089	\$544.50
JANUARY 2010	\$968	\$484
FEBRUARY	\$847	\$423.50
MARCH	\$726	\$363
APRIL	\$605	\$302.50
MAY	\$484	\$242
JUNE	\$363	\$181.50
JULY	\$242	\$121
AUGUST	\$121	\$60.50

SHORT-TERM PERMIT PRICES

	VENDOR Service Vehicle	A Business
PER MONTH	\$121	\$60.50

Long-term prices are prorated monthly starting in October and apply to purchases and exchanges only.

For details on determining refund values, if you wish to return your permit before it expires, go to transportation.stanford.edu

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