

**MISSOURI STATE UNIVERSITY  
SERVICE VEHICLE PARKING PERMIT  
REQUEST FORM**

Name of Department \_\_\_\_\_

**I understand that service vehicle parking permits are provided for employees whose responsibilities require them to use their personal vehicle to perform official, University-related duties on/off campus. Employees must be full-time staff or faculty and have a regular University parking permit (reserved, commuter, etc.) to be eligible to receive a service vehicle parking permit. (Waiver of this criteria is at the discretion of the Parking Manager.)**

**Please issue a service vehicle parking permit to the following employees:**

NAME	MSU ID NUMBER
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**The employees listed above have been instructed that:**

- **Service vehicle parking permits may only be used while the employee is performing official, University-related duties. It may not be used as a substitute for a standard parking permit for the employee's personal vehicle.**
- **Service vehicle parking permits are valid in all individually signed service vehicle parking spaces, as well as non-signed parking spaces in all other parking lots, except metered spaces.**
- **Service vehicle parking is limited to two hours.**
- **The employee will be responsible for any parking violations he/she receives while using their service vehicle parking permit.**

**Please charge the above service vehicle parking permits to budget number \_\_\_\_\_ . (permits are \$150 each)**

\_\_\_\_\_  
**(Signature of Dept. Head/Director)**

\_\_\_\_\_  
**(Date)**

**Service Vehicle Parking Permit Requests must be delivered to Parking Administration, 700 E. Elm. Employees must complete a Vehicle Registration Form and pick up their permit from Parking Administration.**