Date: __________________________
Name: __________________________ Office Phone: __________________________
Email: __________________________
Department Name/Organization: ___________________________________________
Dept. ID: ________________________

<table>
<thead>
<tr>
<th>QTY.</th>
<th>TYPE REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY24 Runner Permit</td>
</tr>
<tr>
<td></td>
<td>FY24 Service Vehicle Permit</td>
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</tbody>
</table>

Please provide the following information: (Only Service Vehicle Permit Request)

Make: Make: Make:
Model: Model: Model:
License Plate: License Plate: License Plate:

**Director or Equivalent Approval Signature:**

Email completed request form to deptpark@central.uh.edu and an invoice will be emailed within 1 to 2 Business Days. Please allow at least 2-3 business days for all requests to ensure proper approval and processing after payment has been received. **UH Service Vehicle Permits** are mainly for facilities service vehicles to gain access to gated lots and garages for maintenance purposes only. **Runner Permits** are good for 2 Consecutive Academic School Year(s). The cost of the Runner Permit reflects a 2-year usage of the permit.

**OFFICE USE ONLY:**

Invoice: __________________________
Method of Payment: __________________________
Reference #: __________________________
Permit/Space #: __________________________ Date: __________________________
Picked Up by: __________________________
    (Print Name)
    (Sign Name)