



PO Box 163551, Orlando, FL 32816-3551


Scratch-off Parking Permit Request Form

We are pleased to offer a discounted rate of \$3.00 per scratch-off parking permit to departments. As permits are required to park on the campus, or payment of a parking meter, a discounted rate is offered to facilitate parking accommodations for special guests of departments to the university. The following guidelines apply to the use of scratch-off permits that are purchased at the departmental discounted rate:

- 🔔 An employee from your department on the departmental authorization list (DAL) **must** be included on the request form for scratch-off parking permits, as well as an assigned designee. The request form **must** be completed and submitted to UCF Parking & Transportation Services by the employee on the DAL each time a request for permits is made. Forward completed form to Tracie Saunders via email, fax, or intercampus mail.
- 🔔 Scratch-off permits purchased by departments at the discounted rate may not be used by students, staff, and/or faculty. These permits should be issued only to guests and visitors to your department.
- 🔔 To be valid, scratch-off permits must be properly and clearly displayed with the appropriate month, date, and year scratched off. Any scratch-off permit not displayed with the appropriate month, date, and year scratched off is invalid, and the vehicle is subject to receiving a citation.
- 🔔 Scratch-off parking permits are only valid in student parking lots and garages. These lots are marked with green signs that include the letter 'D', which denotes a student permit.
- 🔔 It is your department's responsibility to disseminate any relevant parking information to your guests in regards to parking on campus with the issued scratch-off permits. (Please contact Parking & Transportation Services if you need any assistance with parking information.)
- 🔔 It is forbidden for departments to sell these permits to its guests for profit.
- 🔔 UCF Parking & Transportation Services reserves the right to limit the quantity of permits that a department may issue.
- 🔔 The discounted rate program may be terminated, at any time, due to departmental abuse of the established guidelines.
- 🔔 There are no refunds or exchanges for unused or expired permits.

Request Information

Name: Departmental Authorization List	Name: Designee – Contact Phone #
Department:	Department #:
Date Requested:	Date Needed:
# of Permits:	Reason/Intended Use:

 **I have read and understand the above and agree to abide by the contents therein; furthermore I confirm that I am on my department's authorization list.**

Name/Signature in Acknowledgement:

Date:

**For any questions, please contact Tracie Saunders – E: Tracie.Saunders@ucf.edu P: 407.823.0428 F: 407.823.6715*