

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Department Name/Organization: \_\_\_\_\_

Dept. ID: \_\_\_\_\_

QTY.	TYPE REQUESTED
	FY24 Runner Permit
	FY24 Service Vehicle Permit

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](mailto: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)