

VENDOR PERMIT REQUEST FORM

Form Submitter (First & Last): _____

Company Name: _____

Company Address: _____

Area of Campus Working: _____

Business Contact Name: _____

Business Contact Phone: _____

Business Contact Email: _____

Yearly Permit Information & Pricing

Permit Valid August 11, 2025 - August 09, 2026.

Permits are required at all times, including construction fenced areas. Permits not valid in lots 35 and 36 (near Theta Pond).

Only OSU Parking Services [not Facilities Management] can give permission for non-traditional parking arrangements (reserve spaces/non-legal spaces). To make arrangements, e-mail parking@okstate.edu.

If employee is current OSU student, they are required to also have purchased an OSU student permit. Vendor permits cannot be used for attending classes.

Refunds for yearly permits may be obtained if work is completed prior to the end of April. Please ask staff about current refund prices, as they are prorated.

We also offer temporary permits issued at the following rates: \$4/day, \$12/week, \$36/month. (non-refundable)

August	\$268	February	\$163
September	\$268	March	\$142
October	\$247	April	\$121
November	\$226	May	\$100
December	\$205	June	\$79
January	\$184	July	\$58

Payment Options Include: Cash, Check, or Credit Card

The following must be submitted to OSU Parking Services along with this completed form:

1. Memorandum on Company Letterhead
2. Company's Federal Tax Identification Number
3. Name of Person(s) Receiving Permit(s)
4. Number of Permits Requested
5. Vehicle Information: Make, Body Style, Color, License Plate Number*

*If you have a temporary license plate, provide the last 8 of the VIN number instead. Dealer tags are not accepted.

PERMIT AGREEMENT

I hereby understand that in the event I am granted a vendor permit by Oklahoma State University, I will use my vendor permit only to conduct business on the campus. I also understand that a vendor permit is non-transferable to another company. They cannot be used by a spouse or dependent. Misuse of this permit may result in a fine and revocation of permit (s). Balance on account must be paid prior to permit being issued.

Signature of Person Making Request

Date

Parking Services Approval

Date