



CAL POLY
Police Department
MARITIME ACADEMY

Batch Parking Permit Request Form

Instructions: Complete all sections and submit this form to HSteadma@calpoly.edu and Parking-Maritime@calpoly.edu. Batch permits are for departments with recurring visitors or guests.

IMPORTANT: Permits are \$5.00 each. Minimum request: 15 permits. Maximum request: 100 permits. Batch permits are not valid in the Boat Basin. The Boat Basin requires a special endorsement. Permits may be requested for various dates, times, and eligible lots, except lots reserved or bought out.

Lot closures: Check the Lot Closures website for guest and visitor lot impacts to avoid citations.

1. Department and permit request details

Request Date: _____ **Department Name:** _____

Primary visitor or guest type (select all that apply):

☐ Guest ☐ Visitor ☐ Departmental business ☐ Other _____

2. Requested parking date and time

Date: _____ **Time:** _____

3. Permit quantity and cost

Requested permits: _____ permits **Cost: \$5.00 x** _____ = \$ _____

Quantity must be between 15 and 100 permits per request. Total cost is quantity x \$5.00.

4. Chartfield string

Account	Fund	Department	Program	Project	Class
_____	_____	_____	_____	_____	_____

5. Person authorized to approve the Parking Permit Invoice

Print Name: _____ **Title:** _____ **Signature:** _____

6. Parking Permit Requestor

Print Name: _____ **Email:** _____ **Phone:** _____

Office Use:

Batch Permit Color: _____ Series #: _____ Number of Permits: _____

Person Receiving Permits: I verify that I am in receipt of the above-described permits.

Print Name: _____ **Signature:** _____ **Date:** _____