

# WSU VANCOUVER PARKING SERVICES

## PARKING REGISTRATION FORM

**PLEASE COMPLETE THIS FORM AND PRESENT WITH PAYMENT MONDAY-FRIDAY TO THE  
DEPT. OF PARKING SERVICES (IN THE PHYSICAL PLANT BUILDING) DURING THEIR NORMAL BUSINESS HOURS.  
[PARKING SERVICES CANNOT GUARANTEE AVAILABLE SPACE IN ALL PARKING LOTS AT ALL TIMES]**

NAME (LAST, FIRST, MI): _____		WSU ID: _____ OR CLARK ID: _____	
ADDRESS / CITY / STATE / ZIP: _____			
(SELECT ONE): EMPLOYEE ___ STUDENT ___		HOME TELEPHONE: (     )     -     _____	WORK TELEPHONE: (     )     -     _____
VEHICLE 1 INFORMATION: <b>REQUIRED:</b> VEHICLE PLATE NO: _____		VEHICLE 2 INFORMATION: <b>REQUIRED:</b> VEHICLE PLATE NO: _____	
STATE: _____ COLOR: _____		STATE: _____ COLOR: _____	
MAKE: _____ MODEL: _____		MAKE: _____ MODEL: _____	

- **IN ORDER TO BE VALID PERMIT MUST BE CLEARLY VISIBLE AND DISPLAYED MONDAY - FRIDAY FROM 7 AM - 7 PM WHEN PARKING IN YOUR ASSIGNED LOT(S).**  
PERMIT MUST BE DISPLAYED IN THE LOWER LEFT-HAND CORNER OF THE VEHICLE'S FRONT WINDSHIELD.
- PERMIT MAY BE TRANSFERRED BETWEEN PURCHASER'S OWN REGISTERED VEHICLES AND/OR VEHICLES INVOLVED IN CARPOOLING.
- PERMIT HOLDERS MAY COME TO THE DEPT. OF PARKING SERVICES TO REQUEST A COMPLIMENTARY ONE-DAY PASS ON AN INFREQUENT BASIS IF PERMIT IS TEMPORARILY INACCESSIBLE DUE TO CAR TROUBLE OR OTHER SHORT-TERM HARDSHIPS.
- REGISTERED PARKING PERMIT HOLDERS ARE FINANCIALLY RESPONSIBLE FOR PARKING TICKETS INCURRED WHILE ON THE WSU VANCOUVER CAMPUS ([WAC 504-19-300](http://www.vancouver.wsu.edu/wac504-19-300)). OUTSTANDING FINES ARE ULTIMATELY THE RESPONSIBILITY OF THE VEHICLE'S REGISTERED OWNER(S) AND WILL BE PROCESSED FOR COLLECTIONS PER [WAC\(s\) 504-19-810](http://www.vancouver.wsu.edu/wac504-19-810) AND [504-19-420](http://www.vancouver.wsu.edu/wac504-19-420).

**REFUND POLICY:**

- REFUNDS ON PERMITS MAY BE REQUESTED BY PRESENTING THE PERMIT TO THE DEPT. OF PARKING SERVICES AND FILLING OUT AN INVOICE VOUCHER WITHIN THE ALLOWABLE DATES AS POSTED AT THE WEB ADDRESS BELOW.
- REFUNDS WILL BE GRANTED ACCORDING TO BPPM 30.55 AND THE PRORATE/REFUND SCHEDULE POSTED ONLINE AT [HTTP://WWW.VANCOUVER.WSU.EDU/ADM/FO/PSAFETY/PRORATEREFUNDSCHEDULE.HTM](http://www.vancouver.wsu.edu/adm/fo/psafety/proraterefundschedule.htm) AND MAY BE PROCESSED THROUGH WSU PULLMAN. PLEASE ALLOW TEN (10) BUSINESS DAYS FOR REFUND PROCESSING.
- REFUND AMOUNTS DUE ARE LESS ANY OUTSTANDING AMOUNTS OWED FOR UNPAID PARKING CITATIONS OR OTHER PARKING FINES/FEES.
- NO REFUNDS WILL BE GIVEN FOR PERMITS PURCHASED THROUGH PRE-TAX PAYROLL DEDUCTION.
- REFUNDS ON CREDIT CARD TRANSACTIONS **MUST** BE MADE TO THE CARD ON RECORD FROM THE ORIGINAL PURCHASE.

***I HAVE READ AND AGREE TO THE ABOVE PARKING REGULATIONS AS FURTHER DETAILED IN [WAC 504-19](http://www.vancouver.wsu.edu/wac504-19) FOR THE WSU VANCOUVER CAMPUS.***

**\*\* SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

FOR OFFICE USE ONLY (CIRCLE / FILL IN WHERE APPROPRIATE)		
PERMIT NO. & COLOR	PAYMENT METHOD /PURCHASE DATE	ANNUAL/SEMESTER (CIRCLE ONE)
ORANGE # _____	CASH / CHECK	<b>*WSU ANNUAL</b>  <b>*WSU SEMESTER:</b> FALL / SPRING / SUMMER  <b>*MOTORCYCLE:</b> ADD ON / ANNUAL
GREEN # _____	CREDIT CARD: AUTH.# _____ /****_	
GRAY # _____	CC MANUAL: AUTH.# _____ /****_	
MOTORCYCLE # _____	PAYROLL DEDUCTION	
	D-RECEIPT #: _____	
	<b>PURCHASE DATE:</b> ____/____/____	

6/29/09