

SUBJECT: SUPPLIER PARKING PERMIT POLICY**Policy**

Procurement Services staff may approve long term parking permits, "Service Permits", for suppliers with whom the University has master contracts or service contracts, at the University's discretion. The supplier must still pay for the parking permit. The authorization simply gives the supplier permission to purchase a permit through UW Commuter Services.

Steps:

1. Supplier must complete a parking permit application available online or in person from Transportation Services. Please find this form under the "Service Permit" section within the link, below.
<https://facilities.uw.edu/transportation/park-daily#8>
2. Supplier forwards the application to Procurement Services contracting staff **electronically** (if supplier is working directly with an individual staff member), or contacts Procurement Service Customer Service pcshelp@uw.edu for assistance in identifying the appropriate contracting team to request approval.
3. Procurement Services Customer Service staff will notify the appropriate contract team manager who will verify that supplier has a contract and approve the application and return the form **electronically** to the supplier.
4. Supplier takes the signed application to the Commuter Services Office to purchase the permit. Office is located in the University Transportation Center (3745 15th Ave NE, Seattle, WA 98105). This office is open Monday through Friday from 7:30 AM until 5:00 PM. Website:
<http://www.washington.edu/facilities/transportation/commuterservices/parking>

Note: Permits are valid for one year, and must be renewed following the same process as outlined above.