

Account Information

I authorize Parking and Transportation Services to IDT from the following account \_\_\_\_\_ for the department of \_\_\_\_\_ for all parking charges. VIP permits are priced at \$385 per permit. Please IDT the above account for \_\_\_\_ total VIP permits (Be sure to attach your VIP Permit Recipient List that matches this total). Please refer to <https://financials.utexas.edu/hbp/part-9/1-9-use-of-university-funds-for-parking-expenditures> for more information pertaining to parking fees paid with a University account number (IDT).

Brief explanation of event/parking need:

Account information

|                 |                 |
|-----------------|-----------------|
| Account number: | Number of VIPs: |
| Estimated cost: |                 |
| CSU:            |                 |
| Department:     |                 |

Contact information

|                                       |                             |
|---------------------------------------|-----------------------------|
| Requestor Email Address:              | Requestor EID:              |
| Name of person authorized to pick up: | Pick up person's EID:       |
| Signature of person picking up:       | Note about permit delivery: |

Authorized Signer

|             |       |
|-------------|-------|
| Print Name: | Date: |
| Signature:  |       |