Departmental Main Campus Visitor Dashboard Request Form

Please complete the below form in order to obtain requested VSM. VSM Dashbaords allow for one-day of visitor parking on Main Campus. These are valid in any Main Campus university space except AT ALL TIMES, ADA (unless the proper state disability plate or placard is displayed), K, O, or meters. **Faculty, staff, and students are prohibited from using these permits.** For the permit to be valid, the date of use, name of the permit user and the initials of the person issuing the permit must be written on the permit. Evidence of writing in multiple days is considered an altered permit and vehicle is subject to citations. Additionally, there are no refunds on VSM purchases. Please refer to **https://afm.utexas.edu/hbp/part-9/1-9-use-of-university-funds-for-parking-expenditures** for more information pertaining to Event/VIP or parking fees paid with a University account number. These are **ONLY** valid on Main Campus. VSMs expire on 12/31/2029. Contact PTS with questions: PTS-AdminRequests@austin.utexas.edu

Purpose of Tickets (you must select one)

☐ Multiple uses throughout the year (no more than 10 VSMs used per day)

☐ Single use for a special event (more than 10 people in one day)

For reserved parking for large events, please complete this form: https://reservations.utexas.edu/

Who will use parking permit? Check all that apply.

☐ UT Austin Faculty/Staff

☐ UT Austin Students(s)

☐ Guests (No Current UT Austin Affiliation)

Brief Explanation of Event/Parking need & Benefit to Account

Account information

Account number:	Number of VSMs:
Estimated cost (Number of VSM X $12):	
CSU:	
Department:	

Contact information

Requestor Email Address:	Requestor EID:
Name of person authorized to receive:	Receiving Person's EID:
Signature of person receiving:	Emailed via PDF:

Authorized Signer

Print Name:	Date:
Signature:	