

Parking & Transportation Services Contractor/Vendor Parking Exception Request Form

**Important Note:

1. Exception request will not be considered by Parking Services without ****authorized signature** from WU department requesting exception.
2. Parking Services will approve or disapprove the request within two business days of receipt and notify the requesting department in the case of disapproval.
3. Completed forms can be submitted to Parking Services in person at North Campus, by campus mail at box 1200 or by fax at (314) 935-5327.
4. Contractors/Vendors receiving permits will be required to complete necessary paperwork and must pay for and pick up approved permits at Parking Services.

Request Date: _____ Project: _____

Project or Zone Manager: _____

Name & Employer of individual requesting exception:

Start & End Date for parking request:

Type of permit requested:

____/____/____ to ____/____/____

Detailed explanation of why exception is being requested, attach letter for additional space if necessary:

****Department Authorization:** _____

By authorizing this request, you are indicating to Parking Services that parking according to the policy set for contractors/vendors is not possible for the work this individual does on campus. Exceptions to the policy are for extenuating circumstances only due to the limited parking available on campus. We appreciate the help of WU department representatives in carefully evaluating the parking requests of contractors and vendors.

Permit Number Issued: _____

Date Permit sold: _____

Parking Services Authorization: _____