



# WSU Transportation Services

## Departmental Guest Approval Form

Transportation Services is dedicated to making parking arrangements easy and seamless as possible for guests of the university. Whether you are hosting one person or a group, we can help make their visit a positive one. The Departmental Guest Login allows for departments to send out permit invites to their guests, bypassing the need for a physical permit and unneeded stops prior to their final on campus destination.

By filling out this request form, we will be able to establish a Departmental Guest Login Account for your department. If you have any questions, while filling out this form, please contact Transportation Services at [transportation@wsu.edu](mailto:transportation@wsu.edu) or (509) 335-PARK (7275).

### Terms and Conditions

1. The Departmental Guest Login request must be requested/approved by an individual with signature authority over departmental funds.
2. The department must assume financial responsibility for all permits claimed while using the Departmental Guest Login system.
3. If you are sending permit invites to more than 25 guests for a single day, you must contact WSU Transportation Services for approval.
4. Anyone who parks on campus is subject to WSU Traffic and Parking Regulations.
5. Please Note: The proper stewardship of state resources, including funds, facilities, tools, property, and employees and their time, is a responsibility that all state officers and employees share. Accordingly, state employees may not use state resources for personal benefit or gain or for the benefit or gain of other individuals or outside organizations. Personal benefit or gain may include a use solely for personal convenience, or use to avoid personal expense. Washington Administrative Code 292-110-010

**Please check the following box after your have read and understood the above terms and conditions.**

**Agree**

**Department Name**

**Department Contact**

**Contact Email**

**Contact Phone**

**Daily Permit Types Needed**

*Permits are restricted to daily permits in all Green, Yellow, Red, and Blue zones. If a specialty permit or event specific permit is needed, contact Transportation Services for permit development and pricing.*

**Permit Costs** *(tax not included)*

WSU Premier: \$20.00 - *Valid in all garages, Green, Yellow, Red, and Blue parking lots.*

DAY Permit: \$15.17 - *Valid in all Green, Yellow, Red, and Blue parking lots.*

Green 1, 2, 3, 4, 5: \$10.12 - *Valid in numerically assigned Green, Yellow, Red, and Blue parking lots.*

Yellow 1, 2, 3, 4, 5: \$6.32 - *Valid in numerically assigned Yellow, Red and Blue parking lots.*

Red 1, 4, 5: \$3.79 - *Valid in numerically assigned Red and Blue parking lots.*

Blue 1: \$2.53 - *Valid in Blue parking lots.*

## **Payment Options**

### **Invoice (Event Only)**

**Invoice Contact** *(Name, Phone, email)*

### **Blanket IRI (Ongoing Permit Issuance)**

*If charging blanket IRI, please provide signed IRI at time of submitting form.  
Blanket IRI's must be updated at the beginning of each fiscal year.*

**Signature**

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### **For Transportation Services Use Only**

**Department User Name:**

**Department Voucher Code:**