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Authorized Signature

Name:

Department:

From:

Date:

Re: REQUEST FOR SERVICE VEHICLE PASSES

All Service Vehicle Passes will expire September 30th. Please fill in the form below by adding the users of the Service Pass for your department. **Sign and return this form for processing by September 15th.**

Service Vehicle passes allow parking in the service vehicle spaces on campus for pick up and delivery. They are not to be used to go to meetings or extended parking. Business should be conducted quickly and vehicles moved for others to use the space. Vehicles with this pass should relocate their vehicle within one hour of occupying these spaces.

**All users must have a current decal for the Service Vehicle Pass to be valid and both must be displayed when using SV spaces on campus.**

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| Name | Vehicle Description | Plate Number | Decal Number |
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