

VDH Primary Assignee Information

Parking fees are due and payable on the 1st of each month. Please make arrangements to pay these fees by the due date so that your privileges will not be revoked

Handwritten forms are not accepted

Name: _____

Building: _____

Division/Dept.: _____

Room #: _____

Cost Code: _____

Office Phone #: _____

Start Date: _____

Email Address: _____

Supervisor's Email Address: _____

Employment Status

	✓
VDH Classified	
VITA Classified	
Other State Classified	
Federal Assignee	
Wage	
Other/Contract	

By signing this form you acknowledge that your program will be responsible for all fees associated with parking privileges (space and hang tag) that become delinquent, until space and tag are returned and/or cancelled with the Office of Procurement and General Services.

This request is for a permit paid by the agency for a pool/agency owned vehicle

SIGNATURE OF SUPERVISOR COST CODE/PSD DATE

PRINTED NAME OF SUPERVISOR

Date Decal Returned: _____

Returned From: _____ Decal # _____