2011-2012 VENDOR SERVICE PERMIT INFORMATION

Definition of Vendor Service Permits

Vendor Service Permits are designed for use by representatives of **non-affiliated service companies who** have contractual relationships with the University to deliver goods and/or services.

Parking Restrictions

Vehicles displaying Vendor Service Permits may park in the following areas:

1. Any marked service space within the time limits listed on the service permit sign.
2. Any unreserved parking space in ungated or gated lots. Vendor permits are not allowed in the Cardinal Deck (employee section of the Health Affairs Deck).
3. Vendors are allowed to park in pay lots, but must pay the fees upon exiting.

When looking for parking, representatives should look for locations in the order listed above.

Vendor permits may not park in the following areas:

1. Any area other than a marked parking space;
2. Metered spaces without activating the meter;
3. Any other reserved space, such as disability, visitor, Reserved at All Times, etc.
4. Visitor pay operation lots.
5. Fire lanes, sidewalks, or campus landscape

Procedures for Issuance of Vendor Service Permits

1. As of August 14, 2011 all existing Vendor Service Permits will expire. New Vendor Service Permits will be available after August 1, 2011 and will be effective from August 15, 2011 until August 14, 2012. There will be a charge of $**746.00** per permit.
2. The attached application must be completed and returned to our office. The information requested is necessary in order to verify eligibility for a Vendor Service Permit.
3. If eligibility is met, your permit will be mailed to you, if requested, or can be picked up in the Parking Registration Office located in the Public Safety Building.
4. If you currently have gated access, you will continue to use your current gate card. New gate cards will not be issued. Replacement gate cards can be issued for a fee of $10.00.
5. Payment for permits ***must*** be made by check, cash, Mastercard, or Visa. Checks should be made payable to **UNC-CH DPS**.
6. A missing permit must be reported to the UNC-CH Department of Public Safety. A charge of $25.00 will be applied for the replacement of a lost permit. If a permit is found that was previously reported as lost, it must not be used and should be returned to the UNC-CH Department of Public Safety. Any vehicle found displaying a permit reported as lost or stolen is subject to a two hundred dollar fine and impoundment, which includes additional fees.
7. Permit costs will be pro-rated on a monthly basis.

University of North Carolina at Chapel Hill
Department of Public Safety

Public Safety Building, 285 Manning Drive CB 1600, Chapel Hill, NC 27599-1600
(919) 962-3951 (voice) (919) 962-2572 (fax) Website: www.dps.unc.edu

DEPARTMENT OF PUBLIC SAFETY

Public Safety Building
285 Manning Drive, CB# 1600
Chapel Hill, NC 27599-1600
(919) 962-3951/3952

2011-2012 VENDOR SERVICE PERMIT APPLICATION

Name of Company/Organization _____

Nature of Business _____

Mailing Address _____
Street City State Zip

Company Supervisor _____ Co. Telephone ( ) _____

1. How many permits are you requesting for 2011-2012? _____
   If you are requesting more than one, list below the names of the individuals who will use the permits.
   1. _____ 4. _____
   2. _____ 5. _____
   3. _____ 6. _____

2. What type of service do you (or your company) perform for the University? Provide a brief explanation of your need for a Vendor Service Permit.

_____

_____

3. Will use of this permit require access to any gated parking areas on campus? _____ If yes, please explain how they will be used by your company:_____

I have read the guidelines and restrictions and understand that if this permit is misused, it may result in fines, penalty, or revocation. I agree to contact the UNC-CH Department of Public Safety if this permit is lost, stolen, or destroyed. I understand a replacement fee of $25.00 will be charged for the replacement of a lost permit.

_____
Signature of Company Supervisor

For Office Use Only

	Vendor Permit Number	Gate Card Number	Date Issued	Amount Paid	Payment Type
1					
2					
3					
4					
5					
	Lost/Stolen Permit/Gate Card	Replacement	Date Issued	Amount Paid	Payment Type
1					
2					
3					
4					
5					
	Number of Permits Approved _____		Authorized Signature_____		