



UNIVERSITY OF  
ARKANSAS

## Annual Vendor/Visitor Permits

Annual Vendor/Visitor permits are for use by vendors who serve the university. They may not be used by UA or Fayetteville High School students, faculty or staff. The Vendor/Visitor permit is transferrable to any vehicle owned or operated by the registered permit holder while serving the university in a business capacity.

The permit is to be displayed on the inside of the front windshield, lower left corner. These permits are issued to a specific individual or business and ownership is not transferrable. Vendor/Visitor permits are valid until the July 31 of the expiration year. Please attach a business card to this application.

This application form may be mailed to: Transit and Parking Department, 155 S. Razorback Road, ADSB 131, Fayetteville, AR 72701. You may also fax it to (479) 575-2356.

You will be notified when the permit is approved. Please call 479 575-4666 if you have questions about Vendor/Visitor permits.

### Business Information:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Applicant Information:

Permit Custodian: \_\_\_\_\_ Job Title: \_\_\_\_\_

Number of Permits Requested: \_\_\_\_\_ Vehicle Licenses: \_\_\_\_\_

Campus Departments Served: \_\_\_\_\_

Description of business services you provide to the campus:

By signing this form you accept responsibility for the use of this permit and citations issued to the vehicles displaying it.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Transit and Parking Office Use Only

Approved/Rejected By: \_\_\_\_\_ Permit #(s) \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Rejection: \_\_\_\_\_

Contacted: \_\_\_\_\_ Method: \_\_\_\_\_

## **Policy on Vendor/Visitor Annual Parking Permits**

Approval is requested for the following policy revisions restricting the issuance of annual Vendor/Visitor parking permits.

### **Rationale**

Over the past decade, the issuance of annual Vendor/Visitor permits has expanded well beyond the original intent for this permit type, allowing drivers who do not have business on campus to take already scarce parking spaces away from UA students and employees. The proposed change will restrict the issuance of annual Vendor/Visitor permits to use by vendors who are providing a service to the university.

### **Vendor/Visitor Annual Permit Policy**

The following changes do not apply to daily temporary Visitor parking permits. These permits will still be issued as in the past.

Annual Vendor/Visitor Permits will be sold only to companies, and employees of companies, for use when providing products and services to the University of Arkansas, and are to be used only while serving the university in a business capacity. UA and Fayetteville High School students, faculty and staff are not eligible for annual Vendor/Visitor permits. To qualify for a Vendor/Visitor annual permit, Transit and Parking must be able to verify the name of the business in the phone book, or online, before issuing the permit.

### **Eligibility for Annual Vendor/Visitor Permits**

**UA and Fayetteville High School student's parents** will only be eligible to purchase annual Vendor/Visitor permits if they fall within one of the approved categories.

**HPER members** who are not university employees or students may purchase an annual Vendor/Visitor permit at the prevailing lower Faculty/Staff rate. These permits will allow parking in designated Faculty/Staff and Student parking lots around the HPER building only.

**Workshop/Special Event attendees and the General Public** may purchase temporary daily or weekly visitor permits or pay the hourly rate at parking meters or in the garages.