

**California State University, San Bernardino  
Parking Permit/Citation  
Refund Request**

**PLEASE NOTE:** THIS FORM DOES NOT ABSOLVE STUDENTS FROM ANY OTHER PARKING FEES OR FINES EXCEPT THE ONES LISTED BELOW. The Refund Request form may be completed and submitted to the Parking Services Office, TO-209 or mailed to: CSUSB Parking Services, 5500 University Parkway, San Bernardino, CA 92407-2397.

**\*\*For permit refund rates please visit the Parking Services website (<http://adminfin.csusb.edu/parking/>) or contact Parking Services at (909) 537-5912\*\***

**PAYEE INFORMATION**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
 Address: \_\_\_\_\_ Term: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

**PERMIT REFUND REQUEST** (To be completed by Payee)

Reason for Refund:

- Dropped classes before start of quarter
- Permit ordered in error
- Returned for exchange/upgrade
- Permit purchased by third party \_\_\_\_\_

Parking Permit #: \_\_\_\_\_

**- Permit Must Be Attached**

**CITATION REFUND REQUEST** (To be completed by Parking Services)

Reason for Refund:

- Citation dismissed
- Citation fine reduced / Partial refund

Citation #: \_\_\_\_\_

**PARKING SERVICES DEPARTMENT USE ONLY**

Parking Permit

Ownership Verified \_\_\_\_\_  
 Purchase Date \_\_\_\_\_  
 Paid with Receipt # \_\_\_\_\_  
 Refund Amount \$ \_\_\_\_\_

**CHARTFIELD:** \_\_\_\_\_ - HBD02 - D1010 - 5000  
ACCOUNT NUMBER MUST BE PROVIDED

Processed by: \_\_\_\_\_

Citation

Date Received \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Paid with Receipt # \_\_\_\_\_  
 Refund Amount \$ \_\_\_\_\_

**CHARTFIELD:** 504006 - JAD01 - D1030 - 5000

Processed by: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**ACCOUNTS PAYABLE DEPARTMENT USE ONLY**

Vendor #: \_\_\_\_\_ Entered by: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_  
 Voucher #: \_\_\_\_\_ Date: \_\_\_\_\_ Stock #: \_\_\_\_\_ Dated: \_\_\_\_\_  
 Reviewed by: \_\_\_\_\_

PLEASE ALLOW UP TO THREE WEEKS TO PROCESS REQUEST