



Facilities | Parking and Commuting Services
 1225 Ferry ST SE
 Salem, OR 97301
 503-378-5090
 503-378-2157 fax

E-mail: state.parking@state.or.us
 Website: www.oregon.gov/DAS/FAC/Parking

Parking Meter CashKey & Permit Book Order Form

<u>Agency Number</u>	<u>Agency Name</u>	<u>Division/Section</u>

Ship To:

Name: _____ Phone: _____

Address: _____

CashKey:

Number of CashKeys to be **refilled**: _____

Number of **new** CashKeys ordered: _____

Refundable **CashKey Deposit** (initial purchase only): \$24.00 X _____ Keys = \$ _____
(Per Key) (# of Keys)

Programmed Value per CashKey (\$10-\$600): \$ _____ X _____ Keys = \$ _____
(# of Keys)

Note: 5% discount for each \$100 purchased per key (\$105 programmed for every \$100 purchased)

Total CashKey Order :\$ _____

One Day Parking Permit Book (20 EA) – Available to State Agencies and Authorized Businesses only:

Number of books: _____ X \$120 per book **Total Permit Order** :\$ _____

Payment Method

Total Order :\$ _____

- Prepaid Electronic Transfer: BT
Coding for SFMS Agencies: CashKey Programmed Value – TC 722/723, PCA 11500, AOBJ 1801, Project #/Phase 110098-00
 CashKey Deposit – TC 722/723, PCA 11500, AOBJ 1800, Project #/Phase 110090-00
 Daily Permit Book – TC 722/723, PCA 11500, AOBJ 1801, Project #/Phase 110098-00
- Credit Card – Fax or e-mail order and call our office with credit card information.
- Check Number: _____(attached)

Authorized Signature _____ **Date** _____

If you fax your order, please do not mail the original form. We recommend CashKeys be picked up in person at the State Parking Office. Refunds or free replacements cannot be made for keys lost in the mail. Permit books are mailed unless we are notified that someone will pick up the order. Our office hours are Monday through Friday, 8 a.m. to 5 p.m.

Return by mail, fax or e-mail

Revised 12/7/10