

**State of Oregon • Department of Administrative Services  
Parking Meter Cash Key & Permit Book Order Form**

Agency Number	Agency Name	Division/Section
Ship To:	Bill To (Same as ship to unless indicated here)	
Contact Person	Phone	

**Cashkey:**

Number of CashKeys to be **refilled**: \_\_\_\_\_

Number of **new** CashKeys ordered: \_\_\_\_\_

Refundable **Key Deposit** (initial purchase only): \$17.00 per key X \_\_\_\_\_ keys: \$\_\_\_\_\_

**Programmed Value** per CashKey (\$10-\$600): \$ \_\_\_\_\_ X \_\_\_\_\_ keys: \$\_\_\_\_\_

**Note:** 5% discount for each \$100 purchased per key (i.e., programmed value will be \$105)

**Total Cash Key Order:** \$\_\_\_\_\_

**One Day Parking Permit Book (20/book)** – Available to State agencies only:

Number of Books: \_\_\_\_\_ X \$120 per book\*

**Total Permit Order:** \$\_\_\_\_\_

\* Price Subject to Change

**Payment Method** – (Billing available to state agencies only):

Prepaid Electronic Transfer: BT

Coding for SFMS Agencies: Cash Key Programmed Value – TC 722/723, PCA 11500, AOBJ 1801, Project #/Phase 110098-00  
Cash Key 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 – Parking Office only, no orders taken by phone.

Please bill State agency from this order form. (Purchase Order not required for total purchase less than \$5,000.)

Check No.: \_\_\_\_\_ (attached)

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Walk-in orders can usually be filled while you wait, please allow several minutes. Mail or fax orders are filled within 48 hours. **If you fax your order, please do not mail the original form.** We recommend Cash Keys be picked up in person at the State Parking Office. Refunds or free replacements cannot be made for keys lost in the mail. We will notify the contact person listed above when the order is ready. 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.

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