

**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): \$20.00 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 no longer available effective 3/1/10):

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. (Billing no longer available effective 3/1/10)

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. 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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