

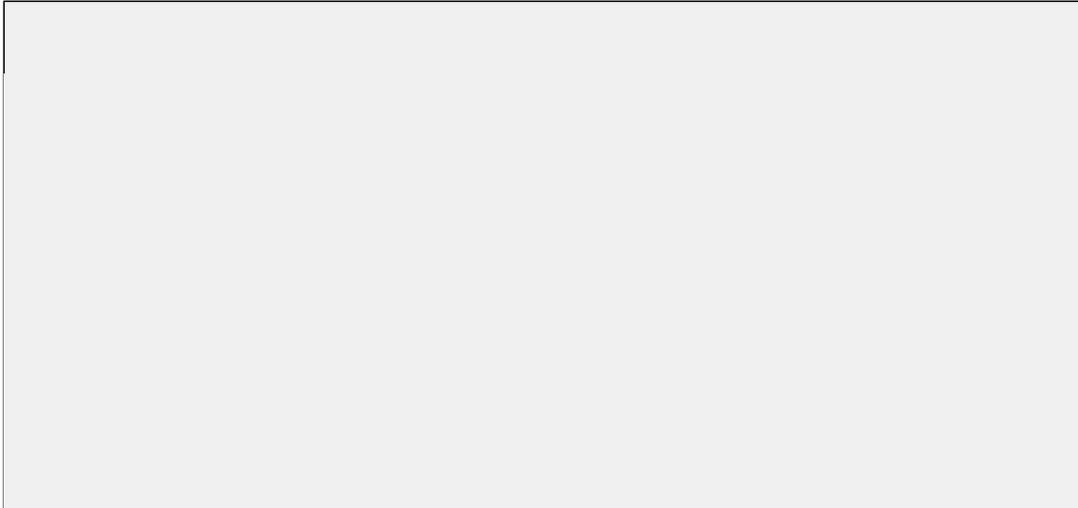
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## Introduction

The purpose of this manual is to provide day-use parking permit agents with the procedures for issuing 12 & 24 month day-use parking permits. Keep it available as a reference for everyone that sells day-use parking permits.

This manual is also available on our website. Please visit: [http://www.oregon.gov/OPRD/RULES/dayuse\\_vendors\\_manual.shtml](http://www.oregon.gov/OPRD/RULES/dayuse_vendors_manual.shtml)  
Click on the link: “Day-Use Agent Manual”.



### Agent Agreements

Agents must enter into a written agreement with OPRD for selling parking permits. The amount of supplies distributed to agents will be at OPRD’s discretion, based on volume of sales and timely submission of revenue reports.

### Agent Contacts

Agent contacts are those who are authorized to complete and submit supply orders and revenue reports. Agents are required to fill out a day-use parking permit sales contact list before an agent agreement is approved. Any person who is on the agent contact list must have read this manual and/or received training from permit program staff. Agents need to contact OPRD if the contact name changes or if a name needs to be added.

## **History and Purpose**

The popularity of the day-use parking permit has grown considerably since it was introduced in 1993. Park visitors find that it is a convenient way to visit parks without the hassle of paying for parking each time they visit. They can save money as well.

Visitor fees are a major source of funds for park operations; OPRD receives no general funds (income and corporate taxes) for park operations. A share of Lottery profits dedicated to state parks by Oregon voters in 1998, and a portion of the recreational vehicle registration fee also fund state park operations.

OPRD operates more than 170 day-use areas. Currently, 27 parks charge a day-use parking fee. There are signs posted at all day-use fee parks explaining the need for a \$5 daily parking permit, or 12-month or 24-month parking permit. Day-use parking permits are required year-round; a visitor who parks in a state park day-use fee area without a 12- or 24-month parking permit, daily parking permit, or current state park camping receipt can be fined \$60.

We appreciate your suggestions about either the process of selling parking permits, or changes you think customers would like. You may contact the permit program staff if you have any questions not answered in this manual.

Questions about local state park amenities and services should be referred to your local park manager or the Oregon Parks and Recreation Information Center at 1-800-551-6949, Monday through Friday, 8 am to 5 pm. For reservations call 1-800-452-5687 or visit our website:

[www.oregonstateparks.org](http://www.oregonstateparks.org)

## Examples of Oregon Parks and Recreation Department Day-Use Parking Permits



12-Month Parking Permit Example



24-Month Parking Permit Example



**Oregon State Parks**  
12-Month Day-Use Parking Permit

DATE \_\_\_\_\_

PERMIT (\$30)

Agent # \_\_\_\_\_

Agent: Punch Month

**INSTRUCTIONS  
LOCATED ON BACK OF  
VALID PERMIT CARD**

JAN	JUL
FEB	AUG
MAR	SEP
APR	OCT
MAY	NOV
JUN	DEC

**CUSTOMER RECEIPT  
ONLY.  
RECEIPT IS NOT A  
VALID PERMIT**

\*Customers should retain this receipt

435001

# DAY-USE PARKS REQUIRING A DAY-USE PARKING PERMIT

## Willamette Valley

### Columbia Gorge

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Benson, in the Columbia Gorge

Champoeg, near Newberg

Dabney, in the Columbia Gorge

Detroit Lake, near Detroit

Historic Columbia River Hwy State Trail

Jasper, southeast of Eugene

L.L. tub” Stewart, west of Portland

Mayer, in the Columbia Gorge

Milo McIver, near Estacada

Mongold, near Detroit Lake

Rooster Rock, in the Columbia Gorge

Silver Falls, near Silverton

Viento, near Hood River

Willamette Mission, near Salem

Winberry at Fall Creek Reservoir southeast of Eugene

## Eastern Oregon

### Central Oregon

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Farewell Bend, near Ontario

Smith Rock, near Redmond

The Cove Palisades, near Madras

Tumalo, near Bend

## North Coast

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Cape Lookout, near Tillamook

Ecola, near Cannon Beach

Fort Stevens, near Warrenton

Nehalem Bay, near Manzanita

## South Coast

### Southern Oregon

---

Heceta Head Lighthouse, near Florence

Jessie M. Honeyman, near Florence

Shore Acres, near Coos Bay

Tou Velle, near Medford

## OPRD Offices/Parks where day-use parking permits are sold

Many private agents sell passes. A complete list can be found at [www.oregonstateparks.org](http://www.oregonstateparks.org)

### COASTAL REGION

#### **Fort Stevens State Park**

Ridge Road  
Hammond, OR 97121  
503-861-3170

#### **Nehalem Bay State Park**

9500 Sandpiper Lane  
Nehalem, OR 97131  
503-368-5943

#### **Coastal Region Office**

401 SW 9th Street  
Newport, OR 97365  
(541) 265-8179

#### **Alsea Bay Bridge Historic Interpretive Center**

620 NW Spring St  
Waldport, OR 97394  
503-563-2002

#### **Cape Lookout State Park**

13000 Whiskey Ck. R. W.  
Tillamook, OR 97141  
503-842-3182

#### **Beverly Beach State Park**

198 NE 123rd Street  
Newport, OR 97365  
541-265-4560

#### **South Beach State Park**

5580 S Coast Highway  
Newport, OR 97366  
541-867-7451

#### **Depoe Bay Whale Watching Center**

119 SW Hwy 101  
Depoe Bay, OR 97341  
(541) 765-3304

#### **Jessie M. Honeyman State Park**

84505 Highway 101 S  
Florence, OR 97439  
541-997-5755

#### **Bullards Beach State Park**

PO Box 569  
(Hwy 101, 2 mi N Bandon)  
Bandon, OR 97411  
541-347-2209

#### **Cape Blanco State Park**

39745 S Hwy 101  
Port Orford, OR 97465  
541-332-6774

#### **Harris Beach State Recreation Area**

1655 Highway 101  
Brookings, OR 97415  
541-469-0224

#### **Sunset Bay State Park**

89814 Cape Arago Hwy  
Coos Bay, OR 97420-9647  
541-888-3778

### VALLEYS REGION

#### **OPRD-Reservations Northwest**

2501 SW 1st Ave Ste 100  
Portland, OR 97201  
503-731-3293

#### **Tryon Creek State Natural Area**

11321 SW Terwilliger Blvd.  
Portland, OR 97219  
503-636-9886

#### **Rooster Rock State Park**

PO Box 100 (I-84 Exit 25)  
Corbett, OR 97019  
503-695-2261

#### **L.L. "Stub" Stewart Memorial State Park**

30380 NW Hwy 47  
Buxton, OR 97109  
503-324-0606

#### **OPRD-Salem Headquarters**

725 Summer St NE, Ste C  
Salem, OR 97301  
(503) 986-0707

#### **Detroit Lake State Recreation Area**

41400 N Santiam Hwy SE  
Detroit, OR 97342  
503-854-3406

#### **Silver Falls State Park**

20024 Silver Falls Highway  
Sublimity, OR 97385  
503-873-4395

#### **Champoeg State Heritage Area**

7679 Champoeg Road NE  
St Paul, OR 97137  
503-678-1251

## **VALLEYS REGION**

***cont'd***

**Southern Willamette Management Unit**  
60 S Pioneer Street  
PO Box 511  
Lowell, OR 97452  
541-937-1173

**Willamette Mission State Park**  
10991 Wheatland Rd.  
Gervais, OR 97026  
503-393-1172

**Joseph H. Stewart State Recreation Area**  
35251 Highway 62  
Trail, OR 97541  
541-560-3334

**Valley of the Rogue State Recreation Area**  
3792 N River Road  
Gold Hill, OR 97525  
541-582-1118

## **MOUNTAINS REGION**

**Eastern Region Office**  
1645 NE Forbes Road,  
Suite 112  
Bend, OR 97701  
541-388-6211

**Deschutes River State Recreation Area**  
89600 Biggs-Rufus Highway  
Wasco, OR 97065  
541-739-2322

**Prineville Reservoir State Park**  
19020 SW Parkland Drive  
Prineville, OR 97754  
541-416-0645

**Smith Rock State Park**  
9241 NE Crooked River Dr  
Terrebonne, OR 97760  
541-548-7501

**The Cove Palisades State Park**  
7300 Jordan Road  
Culver, OR 97734  
541-546-3412

**Collier Memorial State Park**  
46000 Highway 97 N  
Chiloquin, OR 97624  
541-783-2471

**LaPine State Park**  
15800 State Recreation Rd  
LaPine, OR 97739  
541-536-2071

**Tumalo State Park**  
62976 OB Riley Road  
Bend, OR 97701  
541-388-6055

**Emigrant Springs State Park**  
65068 Old Oregon Trail  
Meacham OR 97859  
541-983-2277

**Wallowa Lake State Recreation Area**  
72214 Marina Lane  
Joseph, OR 97846  
541-432-8855

**Clyde Holliday State Recreation Site**  
Hwy 26, 1 mile E of Mt Vernon  
PO Box 10  
Mt. Vernon, OR 97865  
541-932-4453

**Farewell Bend State Recreation Area**  
23751 Old Highway 30  
Huntington, OR 97907  
541-869-2365

*Oregon Parks and Recreation  
Department  
Information Center  
1-800-551-6949*

## Promotional Sales

Periodically, the 12-month day-use parking permit is sold at a promotional discount, (*the 24-month parking permit does not go on sale*).

OPRD will notify permit agents, in advance, of any scheduled promotional sales. With the advanced notice, OPRD will provide agents with special instructions and reporting forms.

**Example: 12-month parking permit sold  
During a promotional sale held in the month of  
December.**



**INSTRUCTIONS**

- Hang from rear view mirror, or place face-up on dash.
- Motorcyclists must carry the permit and present it to park staff upon request.

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Note: This charge is a parking fee and not a charge for recreational purposes under ORS 105.672 to ORS 105.696. The immunities provided under ORS 105.682 apply to use of state park land for recreational purpose.



### Oregon State Parks

12-Month Day-Use Parking Permit

DATE 12-7-2016

~~PERMIT (\$30)~~  \$25 *Cross out the regular price of \$30 and write in sale price.*

Agent # 123

Agent: Punch Month

**INSTRUCTIONS  
LOCATED ON BACK OF  
VALID PERMIT CARD**

JAN JUL

FEB AUG

MAR SEP

APR OCT

MAY NOV

JUN DEC

**CUSTOMER RECEIPT ONLY.  
RECEIPT IS NOT A VALID PERMIT**

\*Customers should retain this receipt

**485001**

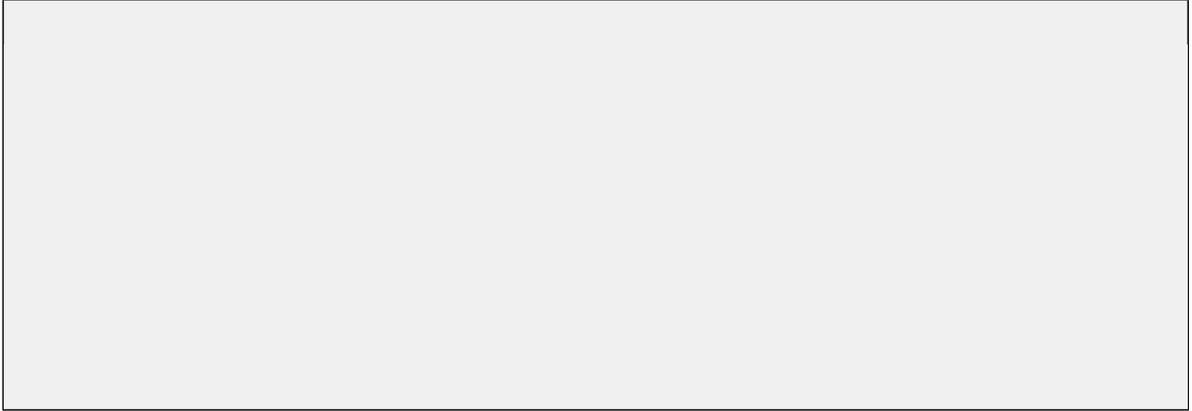
# Foster Parent Permits

Consistent with ORS 390.124 and OAR 736-015, foster parents and parents who have adopted an Oregon foster child through Oregon Department of Human Services, tribal governments, and the Oregon Youth Authority may be issued a waiver of the day-use parking fee. This waiver is now in the form of a special access pass.

The Oregon State Parks Special Access Pass has replaced the foster parent permit. This pass is ONLY issued directly from Central Business Services. Please direct customers with questions regarding the foster parent program to contact the information center at 1-800-551-6949.

Additional information regarding the foster parent program is available on the state parks website at <http://bit.ly/114K5al>. If you have specific questions or needs regarding the program, please contact the Central Business Services Administrative Assistant at 503-872-5379.

## How to Issue Day-Use Parking Permits



The numbering on this page corresponds with the example on the following page.

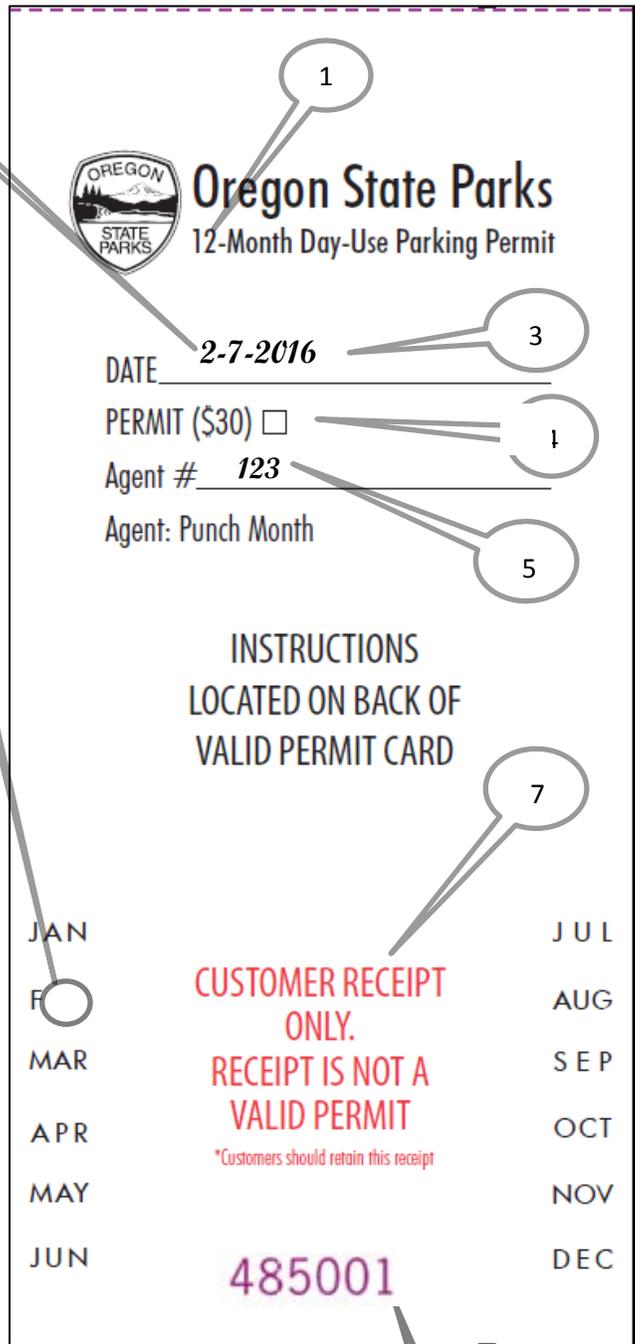
1. Choose the appropriate type of permit – either 12-month or 24-month parking permit.
2. Sell permits in numerical sequence.
3. Enter the date that the permit is being issued (*month/day/year*).
4. Verify the dollar amount to charge the customer:

5. Write the 3-digit agent number on this line. Your agent number is required on all permits.
6. Validate the parking permit by punching out the expiration month on the border of the permit card. The expiration month must be the same month in you are issuing the parking permit. For example, if you are selling the permit on June 30, punch out the month of June, not July. Punch through the permit card and all three copies of the permit using a standard single-hole punch.
7. Give the white ‘Customer Receipt’ and the permit card to the customer; keep the yellow State Parks HQ Copy and submit it with your monthly revenue report; retain the pink Seller Copy in the permit book for your records.

**\*\*Agents must keep accurate records of all permits received and sold for six (6) years from date of sale\*\***


**\*\*Customers may also call the Information Center at 1-800-551-6949 for additional information\*\***

# Example



## Tips, Tricks and Hints

One of the most important aspects of being a Day-Use Parking Permit Agent is keeping track of the permit numbers and reporting them in consecutive order. **These documents have a monetary value and need to be treated accordingly.**

Here are some tips and suggestions to take good care of your permit inventory:

- Store permits so they may be accessed in consecutive order.
- Keep all permit materials in a secure, locked area and limit the number of people that have access to this area.
- Keep accurate accounting records. Customer fees, except for the agent commission fee, collected from the sale of permits must be held separately from all other funds, or clearly identified in an accounting system.
- Allow plenty of time for mailing; when ordering materials or sending in your sales report anticipate mailing time and account for weekends and holidays. Do not wait until the last minute.
- Use a ballpoint pen and press firmly.
- Write legibly; fill out the permit so others can read and understand it. Do not abbreviate or leave out important information.
- Permits remain the property of OPRD.
- Permits are not transferable between agents and are to be sold from the business location(s) listed on the Day-Use Parking Permit Agent Agreement. If an agent relocates, changes the name of the business, or transfers ownership of the business, please notify OPRD immediately.

When in doubt, call! If you are unsure about any aspect of issuing a permit or filling out the revenue report, please contact the:  
Program specialist 503-986-0717 or Program assistant 503-986-0712  
[opr.permits@oregon.gov](mailto:opr.permits@oregon.gov)

### Suggestions

We welcome any suggestions or ideas you may have concerning the Day-Use Parking Permit Program. Please send your suggestions in writing to:

Oregon Parks and Recreation Department Day-  
Use Parking Permit Program  
725 Summer Street NE, Suite C  
Salem, OR 97301-1266

# Revenue Report

- The monthly Revenue Report is the agent's accounting of permits sold by permit number, type of permit, and amount of money collected from the first day of each month through the last day of each month.
- Submit only one Revenue Report per month. A Revenue Report must be submitted each month, even if no permits are sold. If you discover parking permits sold in a previous month, but overlooked on that month's report, include them on the current month's revenue report.
- Reports are audited as they are received. Agents will be notified of any discrepancies via a 'Corrected Copy' of the report and a 'Correction Letter'. Keep both items for your records; they explain the discrepancy and give directions you must follow in order to correct it.
- Submit the white and yellow copy of the Revenue Report with the yellow 'State Parks HQ Copy' of each permit sold, and your payment to the address below.
- Keep the pink copy of the revenue report and the pink 'Seller Copy' of each permit sold, or voided, for your records. You must keep records of all permits received and sold for six (6) years from date of sale.
- Due Date - The report is due in Salem no later than the 15<sup>th</sup> of the each month for permits sold in the previous month. (*For example, the January Revenue Report includes permits sold in January and is due by February 15<sup>th</sup>*). Reports not received by the 15<sup>th</sup> of each month, regardless of weekends or holidays, are considered late.
-  - **DO NOT DESTROY VOIDED PERMITS.** If you must void a permit, use a permanent marker and write "void" across the permit card (*to prevent re-use*) and across the face of all permit copies. Return the permit card, the white Customer Receipt and the yellow State Parks HQ Copy to OPRD with your Revenue Report. Retain the pink Seller Copy in the permit book for your records.



- Lost/Missing Inventory - Contact OPRD IMMEDIATELY with issues regarding permit inventory. Agents are responsible for keeping track of all permit inventory received from OPRD. If a permit is lost or missing and you are unable to account for it or unable to return the permit card, list the permit on the Revenue Report and submit payment.
- Year-End Reconciliation - This process takes place beginning in January of each year. Agents will be notified of any permits assigned to them during the previous year that remain unaccounted for, (*permits not sold, voided, or returned to OPRD*). Agents are given the opportunity to provide backup information to account for the permits, but are financially responsible for the permit(s) if unable to do so.

Mail report materials to: Oregon Parks and Recreation Department  
Day-Use Parking Permit Program  
725 Summer Street NE, Suite C  
Salem, Oregon 97301-1266

## How to Fill Out the Revenue Report

The numbering on this page corresponds with the example on the following page.

1. Enter the agent business name/address, agent number, month and year that you are reporting in the spaces provided.
2. List permits on the report in numerical order, sequence by uninterrupted sequence. Only break the sequence before a missing permit or a change in the number sequence.

3. If there is a break in the sequence due to a missing permit or a change in the number sequence, begin a new line of entry and list the new number sequence on the next line as stated in step number 2.
4. Indicate the quantity of 12-Month Parking Permits, 24-Month Parking Permits and Voided permits in each sequence under each corresponding column. See page 12 for information on voided permits.
5. Add each row across to obtain a total quantity per permit sequence.

6. In the Sales: Quantity x Unit Value row, add the respective columns and enter the total number of 12-Month Parking Permits and 24-Month Parking Permits sold.
7. Multiply the Quantity in each column by the Unit Value and enter the Total Sales for each column.
8. Add across the total for each column and enter the Total Sales for the current month.
9. Adjustments for the Month of . . .

10. Enter your check number and the amount due OPRD for all permits sold, including any adjustments. If no adjustment from a previous month is needed, the amount due will be the same amount as the Total Sales.
11. Please be sure to **sign and date the report** and submit the report, permit copies and your payment to OPRD no later than the 15<sup>th</sup> of each month

### Example

OREGON PARKS AND  
RECREATION DEPARTMENT



## REVENUE REPORT

### AGENT DAY USE PARKING PERMIT SALES

**AGENT NAME AND ADDRESS**

Jayne's Outdoor Store  
714 Meadow Lane  
Hometown, OR 97000

**AGENT NUMBER**

175

**REPORTING MONTH & YEAR**

February 2012

PERMIT NUMBERS	SALE QUANTITY			
PERMIT SEQUENCE BEGINNING # - ENDING #	12 MONTH PERMIT	24 MONTH PERMIT	VOIDS	TOTAL
280775 - 280783		7	2	9
281931 - 281931		1		1
389850 - 389850			1	1
390256 - 390283	28			28
SALES: QUANTITY x UNIT VALUE	28 x \$29	8 x \$49	0	TOTAL SALES
ADD ACROSS FOR TOTAL SALES	812.00	392.00	<del>0</del>	1204.00
ADJUSTMENTS FOR THE MONTH OF:	Jan 2012		(Circle One) Over <input checked="" type="radio"/> Short	+ 16.00
CHECK #	5928			\$ 1220.00

AGENT EMPLOYEE (PRINT NAME)

Jayne Dough

SIGNATURE

J. Dough

DATE

3-5-2012

RETAIN PINK COPY FOR YOUR RECORDS  
SEND WHITE AND YELLOW COPY TO:  
DAY USE PROGRAM  
OPRD  
725 SUMMER ST. NE, STE C  
SALEM, OREGON 97301

63400-2181(10/09)

## Ordering Materials

To order additional materials complete the 'Supply Order Form' and mail or fax it to:

Oregon Parks and Recreation Department  
Day-Use Parking Permit Program  
725 Summer Street NE, Suite C  
Salem, Oregon 97301-1266  
FAX 503-986-0648

The numbering on this page corresponds with the example on the following page.

1. Fill in your three-digit agent number.
2. Fill in your agent/business name and physical location. Supplies are shipped via UPS, which requires a physical location, **not a post office box.**
3. Indicate the quantity of each item you are requesting (*Day-use parking permits come in books of 10*).
4. Do not write below this line, this shaded area of the form is for OPRD-Salem use only.
5. An authorized agent contact must sign and date the supply order form.
6. Mail both the white and yellow copies to OPRD; retain the pink copy for your records; the yellow copy will be returned with your supplies.



### Receiving Shipment of Controlled Items



# Example



## DAY USE PERMIT SUPPLY ORDER FORM

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**Agent Number:** 175

**Agent Name:** Jayne's Outdoor Store

**Agent Address:** 711 Meadow Lane  
Hometown, OR 97000

**Send order form to:**  
Oregon Parks and Recreation Department  
Day Use Program  
725 Summer St. NE, Ste. C  
Salem OR 97301-1266

---

QUANTITY	DESCRIPTION	COMMENTS
20	Permits - 12 Month	
10	Permits - 24 Month	
2	Revenue Report Form	
1	Supply Order Form	
1	Agent Sales Manual	

---

SHADED AREA FOR OPRD USE ONLY

QUANTITY ORDERED	DESCRIPTION	INCLUSIVE NUMBERS (START # - END #)	QUANTITY SHIPPED
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	
		-	

---

AGENT SIGNATURE <u>J. Dough</u>	DATE <u>3-23-2012</u>
OPRD SIGNATURE <u>X</u>	DATE

White Copy - OPRD Copy

Yellow Copy - Receipt to be returned with order.

Pink Copy - Agent please retain for your records.

63400-0996 (11-04)

## Returning Unused Inventory

The Unused & Returned Permit Inventory form is to be completed anytime unused/un-issued 12 and 24-month day-use parking permits are returned to OPRD.

Under what circumstances would an agent return inventory?

- In January, each agent is provided with a new supply of permits because the previous year's permits are no longer for sale, therefore the previous years supply must be returned to OPRD.
- Termination of the agent agreement by the agent or OPRD.
- Recall of permits by OPRD for any reason.

The numbering below corresponds with the example on the following page.

1. Check the day-use permits box on the upper right hand corner of the form.
2. Enter the Agent Business Name and Agent Number.

3. Enter the permit number of the first permit in the sequence as the 'Beginning Number' on the first line of the form; then enter the permit number of the last permit in the same uninterrupted sequence as the 'Ending Number'.
4. If there is a break in the sequence, begin a new line of entry with the first permit number in the next sequence. Continue listing permits until you reach the last permit you are returning.
5. Total the number of permits per sequence in each row under 'Number of Permits'.
6. Total the column under 'Number of Permits'. The Total should match a manual count of all permits you are returning to OPRD. Please note: The shaded area is for OPRD verification of returned permit inventory.
7. Sign and date the form.

If you have used only a portion of the book, return only the unused permits with the original permit card and all corresponding copies to OPRD. You are to keep the pink 'Seller Copy' of any permits issued out of the same book.

Mail all unused permit inventory along with the white and yellow copy of the 'Unused & Returned Permit Inventory' form to:

Oregon Parks and Recreation Department  
Day-Use Parking Permit Program  
725 Summer Street NE, Suite C  
Salem, OR 97301



