



Facilities | Parking and Commuting Services  
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 503-378-5090  
 503-378-2157 fax

E-mail: [state.parking@state.or.us](mailto:state.parking@state.or.us)  
 Website: [www.oregon.gov/DAS/FAC/Parking](http://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 = \$Á \_\_\_\_\_  
(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.