

Parking and Transportation Services Manual (PTS)

PTS 101: Parking Permit Sales and Vehicle Registration

Effective: 2/10/1956

Revised: 3/1/2026

Purpose

To describe the vehicle registration and parking permit sales process at ASU

Sources

Arizona Revised Statutes §§ 15–1627, 28–2001

Arizona Board of Regents Policy Manual - 5-102

ASU Parking Rules and Regulations

Applicability

ASU Departments and anyone operating or parking a vehicle including University vehicles at any ASU campus.

Policy

Registration with the Permit Sales Office is required for all vehicles parked either regularly or occasionally on university property. Individuals parked in areas designated for visitors should use the pay-as-you go parking while the vehicle is parked on campus.

University Departments and vehicles are required to purchase a parking permit and vehicles must certify compliance with the State of Arizona Emissions Standards and purchase the proper permit from the Permit Sales Office in order to park in designated areas on campus.

Permit holders who desire to park in the same lot the following year may be required to renew their permits during the renewal period. Renewal instructions will be emailed annually to departments and vendors. Failure to renew during the renewal period may result in loss of parking privileges for that location.

Faculty, staff, and students may purchase a parking permit for their vehicles in person or [online](#) when available. Parking permit renewals are also available using online services. Check transactions must be handled in person. All vehicles, regardless of the state registered, must acknowledge compliance with the State of Arizona Emissions Standards in order to receive a university parking permit to park on campus.

Procedure

Responsibility	Action
Vehicle owners or ASU Departments	1. Register vehicles and purchase parking permits (with gate-access keycard if applicable) at the Permit Sales Office, Parking and Transportation Services, or online .

	<ol style="list-style-type: none"> 2. Furnish ASU ID card (or driver’s license), completed parking permit application, and vehicle license plate number(s); pay by check, Workday, authorized credit card, by payroll deduction for qualified faculty and staff, or by Bill to Student Account for students.
Permit Sales Office	<ol style="list-style-type: none"> 3. Verify the eligibility and identity of applicants before accepting payment. 4. Input the data into the parking system. 5. Issue a receipt and the ASU parking information material with each parking permit and gate-access keycard.
Vehicle owners	<ol style="list-style-type: none"> 6. Display proper parking permit in registered vehicle(s). If permit is virtual, owner must register and update license plate in accordance with the ASU <i>Parking Rules and Regulations</i>. 7. Ensure that each motor vehicle registered to the parking permit remains in compliance with State of Arizona emissions standards during the entire registration period.

Cross-References

For information on the authority and responsibility of Parking and Transportation Services, see [PTS 001](#), “Introduction.”

For information on special parking permits, see [PTS 104](#), “Gold Permits, All Access Campus Permits, Multi-Campus Permits, Vendor Permits and Special “A” Permits,.”

For information on transportation permits (U-Pass), see [PTS 601](#), “Transportation Services.”

For more information on University vehicles and operating them on campus see the *Facilities Management Policies and Procedures Manual*—[FAC 204](#), “Operation and Maintenance of University Vehicles”

and

Police Department Policies and Procedures Manuals—[PDP 207–01](#), “ASU Transportation Code” and—[PDP 207–02](#)

“Vehicles and Carts on Malls or Sidewalks”.