

Parking Request Submission

- Submit requests to purchasing@ioes.ucla.edu
- Submit **at least three business days in advance**
- Submit the following information:
 - Date parking is needed
 - Parking structure (first choice)
 - Parking structure (second choice, if the first is unavailable)
 - Number of parking spots needed
 - Guest name (if requesting one spot)
 - Purpose of visit
 - FAU/fund to be charged