



TEXAS TECH™

Operating Policy and Procedure

OP 78.04: Contractor Parking

DATE: October 4, 2024

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and standardized procedures concerning contractor parking on the Texas Tech University campus.

REVIEW: This OP will be reviewed by March 1 every four years by the Managing Director of Transportation & Parking with substantive revisions forwarded to the Associate Vice President for Operations by April 1.

POLICY/PROCEDURE

Vendors and contractors who are not Texas Tech University employees or students can receive parking accommodations to help make deliveries on campus or reach their temporary on-campus job site. To request vendor or contractor parking, complete the [Contractor/Vendor Request Form](#).

The Business Operations Manager or the Permit Supervisor will assign contractor/vendor parking permits according to the needs outlined in the request. The parking access and locations granted will be restricted to the area and term (up to one year) of the vendor's contracted responsibilities on campus. At the present time, there is no charge for these parking passes. If it is determined that one of the requests is for a Texas Tech student, faculty, and/or staff member, the parking pass may be issued to exclude their class or work schedule.

Contractor/vendor parking passes may only be used for official business related to the vendor's contracted responsibilities. Misuse of a contractor/vendor parking pass for any other purpose may result in ticketing and/or towing of the vehicle at the owner's expense. Misuse of a parking pass may also result in revocation of parking privileges for an individual and/or the contractor and notification of TTU Procurement Services.