

# OREGON PARKS AND RECREATION DEPARTMENT DAY-USE PERMIT VENDOR SALES MANUAL

JAN	FEB	MAR	APR	MAY	JUN
<b>Annual Day Use Permit</b>					
<b>2003</b>					
					
JUL	AUG	SEP	OCT	NOV	DEC

JUN	MAY	APR	MAR	FEB	JAN
<b>Oregon State Parks Day-use Permit</b>					
<ul style="list-style-type: none"> <li>● Valid only when affixed to lower corner of driver-side windshield</li> <li>● Vehicles without windshields shall attach permit in conspicuous place on vehicle</li> </ul>			<ul style="list-style-type: none"> <li>● Required whenever park is open</li> <li>● Nontransferable</li> <li>● Valid until <b>2003</b> until last day of month punched. Invalid if more than one month punched.</li> </ul>		
Info and annual pass sales: 1-800-551-6949					
<b>XXXXXX</b>					
DEC	NOV	OCT	SEP	AUG	JUL

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2002-03 – One-Year Pass  
2002-04 – Two-Year Pass

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## I. HISTORY AND PURPOSE

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

A common misconception among park visitors is that the parks are funded by their tax dollars. In reality, the majority of Oregon Parks and Recreation Department (OPRD) revenues come from the Lottery, campsite rentals and a portion of recreational vehicle license fees. OPRD receives no general funds (income and corporate taxes) for park operation.

Signs are posted at all day use fee parks explaining the need for a \$3 daily permit, or one or two-year permit. Vehicles parked in a designated day use area without a day-use permit or current OPRD camping receipt are subject to a \$77 fine for failure to pay fees. This is the minimum fine for park rule violations. Day-use permits are required year-round

We appreciate your suggestions, about either the process of selling permits, or changes you think customers would like. If you have questions that are not answered in this manual, contact your local park manager or our Salem office at 503-378-6305.

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 - Friday, 8 am to 5 pm. For reservations call 1-800-452-5687 or visit our website: [www.oregonstateparks.org](http://www.oregonstateparks.org)**

### Your local OPRD Park Manager is:

Name: \_\_\_\_\_

Area: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## II. LOCATION OF DAY-USE PERMIT PARKS

### **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

**Hist Col Riv Hwy State Trail**

**Jasper**, southeast of Eugene

**Mayer**, in the Columbia Gorge

**Milo McIver**, near Estacada

**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

**Fogarty Creek**, near Depoe Bay

**Fort Stevens**, near Warrenton

**Nehalem Bay**, near Manzanita

### **South Coast Southern Oregon**

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**Heceta Head Lighthouse**, near Florence

**Jessie M. Honeyman**, near Florence

**Shore Acres**, near Coos Bay

**Tou Velle**, near Medford

**DAY-USE PASSES ARE SOLD AT THE FOLLOWING AREA OFFICES & PARKS:**

**Area 1 - North Coast**

John Allen, Area Manager  
4157 N Hwy 101, Ste 127  
Lincoln City, OR 97367  
541-994-8152

Alsea Bay Interpretive Center  
Mike Rivers, Park Ranger  
620 NW Spring St  
Waldport, OR 97394  
503-563-2002

Beverly Beach State Park  
Claude Crocker, Ass't Area Mgr  
198 NE 123rd Street  
Newport, OR 97365  
541-265-4560

Cape Lookout State Park  
Pete Marvin, Park Manager  
13000 Whiskey Creek Road, West  
Tillamook, OR 97141  
503-842-3182

Fort Stevens State Park  
Mike Stein, Assistant Area Manager  
Ridge Road  
Hammond, OR 97121  
503-861-3170

Nehalem Bay State Park  
Mark Smith, Park Manager  
9500 Sandpiper Lane  
Nehalem, OR 97131  
503-368-5943

South Beach State Park  
Dave Henderson, Park Manager  
5580 S Coast Highway  
Newport, OR 97366  
541-867-7451

**Area 2 - Portland/Columbia Gorge & Willamette Valley**

Jack Wiles, Area Manager  
503-872-5288  
Area 2 Office  
2501 SW 1st Ave Ste 100  
Portland OR 97201  
503-872-5291

Champoeg State Heritage Area  
Dennis Wiley, Park Manager  
7679 Champoeg Road NE  
St Paul, OR 97137  
503-678-1251

Rooster Rock State Park  
Kevin Price, Ass't Area Manager  
PO Box 100 (I-84 Exit 25)  
Corbett, OR 97019  
503-695-2261

Silver Falls State Park  
Paul Lucas, Ass't Area Manager  
20024 Silver Falls Highway  
Sublimity, OR 97385  
503-873-4395

Tryon Creek State Natural Area  
Park Manager  
11321 SW Terwilliger Blvd.  
Portland, OR 97219  
503-636-9886

Willamette Mission State Park  
Rob Wessberg, Park Manager  
10991 Wheatland Ferry Road  
Gervais, OR 97026  
503-393-1172

**Area 3 - Central Coast & Western Oregon**

J. M. Honeyman State Park  
Jeff Farm, Area Manager  
Dennis Davidson, Ass't Area Mgr  
84505 Highway 101 S  
Florence, OR 97439  
541-997-5755

Detroit Lake State Recreation Area  
Dennis Comfort, Park Manager  
41400 N Santiam Hwy SE  
Detroit, OR 97342  
503-854-3406

Southern Willamette Mgmt Unit  
Sven Anderson, Assistant Area Mgr.  
60 S Pioneer St, PO Box 511  
Lowell OR 97452  
541-937-1173

**Area 4 - S Coast/Western Oregon**

Sunset Bay State Park  
 Andy LaTomme, Area Manager  
 Larry Becker, Ass't Area Manager  
 89814 Cape Arago Hwy  
 Coos Bay OR 97420-9647  
 541-888-3778

Bullards Beach State Park  
 Frank Arnold, Park Manager  
 PO Box 569  
 (Hwy 101, 2 mi N Bandon)  
 Bandon, OR 97411  
 541-347-2209

Cape Blanco State Park  
 Frank Eckley, Park Manager  
 39745 S Hwy 101  
 Port Orford, OR 97465  
 541-332-6774

Harris Beach State Recreation Area  
 Cary Sutter, Park Manager  
 1655 Highway 101  
 Brookings, OR 97415  
 541-469-0224

Joseph H. Stewart State Rec Area  
 Perry Salvestrin, Park Manager  
 35251 Highway 62  
 Trail, OR 97541  
 541-560-3334

Valley of the Rogue State Rec Area  
 Andre Briggs, Assistant Area Mgr.  
 3792 N River Road  
 Gold Hill, OR 97525  
 541-582-1118

**Area 5 - Central Oregon**

Larry Miller, Area Manager  
 Central Oregon Service Center  
 Empire Corporate Park, Suite B1  
 20300 Empire Avenue  
 Bend, OR 97701  
 541-388-6212

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

LaPine State Park  
 John Forbes, Park Manager  
 15800 State Recreation Road  
 LaPine, OR 97739  
 541-536-2071

Deschutes River State Rec Area  
 Darryl Fitzwater, Park Manager  
 89600 Biggs-Rufus Highway  
 Wasco, OR 97065  
 541-739-2322

Prineville Reservoir State Park  
 Bill Crawford, Park Manager  
 19020 SW Parkland Drive  
 Prineville, OR 97754  
 541-416-0645

Smith Rock State Park  
 Fred Dawson, Park Manager  
 9241 NE Crooked River Drive  
 Terrebonne, OR 97760  
 541-548-7501

Tumalo State Park  
 Curtis Smith, Assistant Area Mgr  
 62976 O B Riley Road  
 Bend, OR 97701  
 541-388-6055

The Cove Palisades State Park  
 Steve Janiszewski, Assist. Area Mgr  
 7300 Jordan Road  
 Culver, OR 97734  
 541-546-3412

**Area 6 - Eastern Oregon**

Rick Taylor, Area Manager  
 1705 Main Street, Ste 101  
 Baker City, OR 97814  
 541-523-2499

Emigrant Springs State Park  
 Larry Gruis, Park Manager  
 65068 Old Oregon Trail  
 Meacham OR 97859  
 541-983-2277

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

Farewell Bend State Rec Area  
 Loring Larsen, Assistant Area Mgr  
 23751 Old Highway 30  
 Huntington, OR 97907  
 541-869-2365

Wallowa Lake State Rec Area  
 Ken Phifer, Park Manager  
 72214 Marina Lane  
 Joseph, OR 97846  
 541-432-8855

**Park Info Center**

1-800-551-6949

### III. HOW TO BECOME A DAY-USE PERMIT VENDOR

**1. How to Apply**

Call OPRD Headquarters office at 503-378-6305 or write to:

OPRD - ADU Program  
1115 Commercial Street NE Suite 1  
Salem, OR 97301-1002

**2. Agreement and Bond**

Potential vendors must enter into a written agreement for selling permits. Vendors may be assigned up to 100 permits without a bond. Vendors needing more than 100 permits at a time will be required to execute either a corporate surety bond or a case performance bond to OPRD. The amount of the bond is to be fixed by the department, but a surety bond shall not be less than \$6,000 and a case performance bond not less than \$1,000.

The purpose of the bond is to protect the State of Oregon and OPRD from any non-payment of permit revenues collected by the vendor. The bond is not an insurance policy and does not cover loss from fire, theft, or negligence.

### DAY-USE PERMIT SAMPLE



## IV. ASSIGNMENT OF PERMITS

1. **Permit Assignment**

Permits will be shipped to all vendors who have reported all previous years' sales and have returned any unsold permits. The following items will be mailed in December:

  - A. Initial supply of permits.
  - B. Revenue reports.
  - C. Vendor Sales Manual.
2. **Permits Assigned on a Consignment Basis**

Permits are assigned to the vendor on a consignment basis. Vendors are to remit all revenues along with a revenue report to OPRD on a monthly basis, by the 15<sup>th</sup> of the following month.
3. **Permits Remain Property of Department**

Permits assigned to a vendor and all related records remain the property of OPRD. Permits and records must be made available for inspection and audit upon demand by auditors or employees of OPRD.
4. **Additional Permits Furnished Upon Request**

Vendors in good standing may order more permits and supplies throughout the year as the need arises by calling 503-378-6305.
5. **Permits May Not Be Reassigned**

Permits may be issued only from the location specified on the vendor agreement.
6. **Permits Must Be Securely Stored**

Vendor must securely store all permits to protect them from fire, theft, or unauthorized access. Any loss of permits or monies resulting from such losses is the responsibility of the issuing agent. Any losses will be valued at the maximum permit rate.
7. **Receipt of Permits**

Each shipment of permits will be sent United Parcel Service (UPS) and accompanied by a cover letter listing the numbers in numerical sequence. The vendor should count all permits and compare numbers listed in the cover letter. Any discrepancies should be reported immediately.

## V. INSTRUCTIONS FOR ISSUING DAY-USE PERMITS

1. **Vendors sell One-Year, Two-Year and Extra Vehicle permits.**  
Vendors sell one-year (\$25), two-year (\$40) and/or extra vehicle permits (\$5 fee).
2. **One-year Permits go on sale during the month of December and April.**  
One-year permits are sold at a discounted rate of \$20 during the month of December and April only. Two-year permits will **NOT** be sold at a lesser price as they are already sold at a discount.
3. **Vendors DO NOT issue permits for foster parents or duplicate permits. Only OPRD staff is authorized to issue these permits.**  
Refer customers with special permit requests to the nearest state park office (listed in Section 2 of this book) or OPRD Headquarters, 1115 Commercial Street NE Suite 1, Salem, OR 97301-1002. Foster and duplicate permits cannot be issued through the mail or by phone. Customer must appear in person.
4. **Daily permits available only at parks charging the fee.**  
Daily permits (\$3) are sold at state parks where the fee is required. These permits will be sold by either a staffed collection station or a permit machine. A current day use permit or state park camping receipt is valid at all Oregon state parks requiring the day use fee.
5. **Vendor must complete the permit form, not the applicant.**  
Use a ballpoint pen and press firmly. Print the name, address and license plate number of the vehicle's registered owner. If the permit is being purchased as a gift, and some of the information is unavailable, write "unavailable" on the address line.  
  
**The extra vehicle must be registered to the same owner or address as that listed for the original permit holder.**
6. **Do not back date the permit.**  
Always use the current date when issuing the permit.
7. **Check the box on the permit form for the type of sale.**
8. **A 50¢ vendor's fee may be collected.**  
Permit revenues to OPRD must be the same as the price printed on the face of the permit, with the exception of one-year permits sold in December 2001 at the special rate of \$20. The vendor may charge and retain a 50¢ handling fee above the printed value of the permit.

9. **Extra vehicle permit sale requires original permit receipt.**  
 Extra vehicle permits (\$5 fee) are for extra vehicles registered to the permit holder or having the same address as the permit holder. The customer must provide his or her original permit receipt (not the cash register receipt) as proof of purchase. **Check the box on the original permit** receipt to indicate that the sale is for the first or second extra vehicle. There is a maximum of two extra vehicles per original permit. Punch the extra vehicle to expire the same month as the original.
10. **Sell permits in numerical order.**
11. **Retain all voided permits.**  
 If a mistake is made while filling out a permit form, void the permit by writing **VOID** in bold letters across the form. Do not destroy a voided permit. **Leave all voided permits in the book** in numerical order for audit purposes.
12. **Remind applicant of permit restrictions as shown on the back of the sticker..**
- Valid only when totally affixed to the inside lower corner of the windshield on the driver's side of the vehicle for which the permit was purchased. Vehicles without windshields must have the permit attached in a conspicuous place.
  - Permits are assigned by vehicle and are non-transferable.
  - Permits are required whenever the park is open.
  - Any person not complying with the above could be cited for failure to pay fees established under OAR 736-010-0098 and fined \$77.
13. **Important: First punch the expiration date and then remove perforated stub from all three copies. Give applicant original (top copy) of permit receipt with sticker attached; retain second and third copies in book.**
- A. Original – White: Customer’s copy. The first copy of the permit is given to the customer.
- B. Second copy – Yellow: This is your vendor copy. Keep in book and remove when you have sold all of the permits in book and keep with your copy of the Revenue Report.
- C. Third copy – Pink: This is the OPRD copy that must be kept in the book and returned to us when you submit your Revenue Report.

**Oregon State Parks 2004 Day Use Permit (24 month)**

DATE 2-7-2002	VEH. LICENSE # TTQ 709	STATE OR	PERMIT (\$40) <input checked="" type="checkbox"/>
FULL NAME Joan Smith			EXTRA VEH (\$5) <input type="checkbox"/> <input type="checkbox"/>
ADDRESS 1580 Harrison St			VENDOR FEE (\$.50) <input checked="" type="checkbox"/>
CITY, STATE, ZIP Baker City, OR 97814			DUPLICATE <input type="checkbox"/> (Only from park staff)

XXXXXX

- Extra vehicle and duplicate permits **require this receipt.**
- Extra vehicle permits are for vehicles **registered to the purchaser of a day-use permit**, and expire the same month as the original permit.
- A \$.50 fee may be collected by vendors.

**CUSTOMER RECEIPT**

Vendor: Punch month 

## VI. SUBMITTING REVENUE REPORTS

### 1. **Submitting Revenue Reports**

- Submit to OPRD **monthly**.
- Due no later than the 15<sup>th</sup> of the following month.
- **Months with 0 (zero) sales:** Mail report as you would normally or you can fax your report to: 503-378-6447
- Revenue Reports, along with any monies collected, and completed books shall be sent to: OPRD  
ADU Program  
1115 Commercial St. NE  
Salem, OR 97301

### 2. **Print in ink.**

### 3. **Complete items: All items must be complete**

- A-E. Self explanatory.
- a. Your company name and address
  - b. Your vendor number
  - c. Month and year that you are reporting for
    - **Only include permits sold during the month that you are reporting for. Do not mix months.**
  - d. Check or Money Order number
  - e. Amount check is written for
- F. List the sold books in consecutive order.
- One book per line. **Return completed books with pink copies attached. You keep the yellow copies for your records.**
- G. Indicate consecutive permit series numbers in each book.
- List partial books beginning with the first number sold through the last number sold during the month that you are reporting for. **Keep book until all permits have been sold.**
- H. Indicate the quantity of One-Year or Two-Year, Extra Vehicle, and voided permits of each book. These quantities combined should equal the total quantity of permits **sold** from the book. **(Maximum 10) Do not write dollar amount in last column.**
- I. Determine total revenues by multiplying total One-Year, Two-Year, and Extra Vehicle quantities by the unit value.
- J. The amount remitted must equal the total revenues.
- K. Print employee name, sign, and date the Revenue Report.

### 5. **Monthly Audit**

Reports are audited monthly as they are received. You will be notified of any discrepancies. Credits should be used or debits paid on the report following the notification.

6. **Final Audit**

A final year-end audit of all permits will be performed after all permits have been returned to OPRD.

7. **Penalty for Non-Compliance**

Any account balance in arrears for more than 30 days will not be issued additional permits. Further failure to comply with remittance procedures will result in immediate revocation of the vendor license to issue permits, and all permits must be surrendered.

Payment for any remaining balance due will be required immediately, or OPRD will contact the bonding company for the remaining balance. Any outstanding permits will be valued at the maximum permit rate.

# DAY-USE PERMIT REVENUE REPORT SAMPLE

OREGON STATE PARKS  
AND RECREATION  
DEPARTMENT

## REVENUE REPORT VENDOR DAY USE PARKING PERMIT SALES

<b>VENDOR NAME AND ADDRESS</b> ABC Sporting Goods 123 main st. NE Anytown, OR 97301	<b>VENDOR NUMBER</b> 24-105
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<b>REPORT FOR</b> MONTH: January      YEAR: 2002	<b>CHECK OR MONEY ORDER NUMBER</b> #12345	<b>AMOUNT</b> \$ 355.00
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PERMIT BUNDLE	PERMIT NUMBERS		SALE QUANTITY				TOTAL QUANTITY
	FROM	THRU	ONE YEAR	TWO YEAR	EXTRA VEHICLE	VOIDS	
F 1	034601	034610	7		2	1	10
2	01541	01546		4	2		6
3							
4		G		H			
5							
6							
7							
8							
9							
10				I			J

THESE TWO AMOUNTS MUST AGREE

SALES: QUANTITY X UNIT VALUE    7 X \$25 + 4 X \$40 + 4 X \$5 =	<b>TOTAL SALES</b> \$ 355.00
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<b>VENDOR EMPLOYEE (PRINT NAME)</b> Sue Smith	<b>SIGNATURE</b> <i>Sue Smith</i>	<b>DATE</b> 02/03/02
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### STATE PARKS USE ONLY

ORG UNIT	EXP. ACCOUNT SUB JOB	SOURCE CODE	AMOUNT
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TOTAL QUANTITY SALE		
ONE YEAR	TWO YEAR	EXTRA VEHICLE

WHITE & YELLOW COPY: SEND TO: ATTN: DAY USE PROGRAM  
 OPRD  
 1115 COMMERCIAL STREET NE  
 SALEM OR 97301-1002

PINK COPY: RETAIN FOR VENDOR RECORD

73410-2150(10-01)