



Enterprise Rentals



For all rentals contact Robin Susong @ Ext. # 6285

All requests must be 48 hours in advance of the rental date.

Person Requesting Vehicle _____

Today's Date _____

Driver License # _____

Expir. Date: _____

Lic. State: _____

D.O.B: _____

Department _____

Signature _____

Account Number _____

Immediate Supervisor/Budget Officer _____

Departure Date: _____

Departure Time : _____

Department (V.P.) Signature _____

Return Date: _____

Relief Driver: _____

Return Time: _____

Number of people traveling: _____

Purpose of trip: _____

Destination: _____
City

State

Vehicle Type: (circle one)

	<u>Compact</u>	<u>Intermediate</u>	<u>Standard</u>	<u>Full Size</u>	<u>Mini Van</u>	<u>15 Pass</u>	<u>Cargo Van</u>
Daily	32.00	35.00	38.00	41.00	60.00	85.00	50.00
Weekly	170.00	180.00	190.00	200.00	330.00	475.00	275.00

- * 2 weeks notice for vans or 48 hours notice for cars is required for reservations.
- * Must be a valid University Driver.
- * Vehicles must be picked up and returned to the back area of the Tex Turner Arena.
- * Pick up keys and copy of contract from Robin (Ext #6285) in the Arena office.
- * Drop keys and trip contract in the drop box located in the rear of the Arena.
- * Remove personal effects and trash.
- * LOCK the vehicle! DO NOT lock keys inside of vehicle! Return keys to drop box behind arena!
- * Return with a FULL tank of gas.

Office Use Only	
Date and Time Received: _____	
Reservation Number: _____	
Purchasing Approval: _____	Picked up by ERAC _____
~Please check University Driver list for qualified drivers~	