

Rental Car Procedures

- 1) Campus/Department determines a need for car rental.
- 2) Campus/department submits car reservation at Enterprise.com(Requisition/purchase order number is required)
- 3) Campus/department submits requisition in ITCSS.
- 4) Procurement approves requisition, a purchase order is generated.
- 5) Procurement receives a reservation email notice from Enterprise and approves car rental.
- 6) Campus/department renter receives confirmation email from Enterprise.
- 7) Forward information to procurement if there is a driver change. This allows us update the information on the purchase order.
- 8) Note: Occasionally the need may come about that we may pick up a vehicle at the Wall Street location and return the vehicle to the airport location. This will save the district an additional days rent. The Wall Street location is open from 9am to 2:30pm on Saturdays and closed all day Sunday.

1 option available at an additional cost:

RAP (roadside assistance protection) this amount is \$3.99

- a) This covers any roadside fees that may occur. Under the contract verbal assistance from us is at no charge, but if the renter needs AAA dispatched there are charges associated with that service. RAP would waive any of those charges, aka lockout fees, changing a flat tire, etc. Ask the Enterprise attendant for a complete explanation.

Things to remember:

Walk around the vehicle and make note of blemishes on vehicle on the rental form.

Return vehicle with a full tank of gas if applicable. (Some vehicles may not always have a full tank of gas make sure that is noted during the walk around)

No early pick up without prior approval from business office.

No upgrades, unless Enterprise upgrades at no additional cost to Midland I.S.D. without prior approval from business office.

Do a post vehicle inspection when you return the vehicle.