

UNIVERSITY OF CENTRAL ARKANSAS ENTERPRISE REQUEST FORM

REQUISTIONER:

Department: _____ P.O. # _____ Today's Date _____

**(If you are requesting an Enterprise Vehicle you must have a departmental Purchase Order in place)
(Request will not be processed without a departmental Purchase Order Number on the Request Form)**

Name of Requestor: _____ Contact Number: _____

Reason for trip/request: _____

Group or Individual Travel: _____ Number of Passengers _____

Date/Time Leaving for Trip: _____ Date/Time Returning: _____

Driver/Drivers Names and License #'s Required:

1. _____ DL# _____ DOB _____ Exp _____

2. _____ DL# _____ DOB _____ Exp _____

Department Head Signature _____

DEPARTMENT HEAD MUST SIGN AS APPROVER BEFORE REQUEST WILL BE PROCESSED

Enterprise Vehicle Selections: Please circle your selection. If you do not see your selection, please write it below.
(P=Passengers/B=Bags)

- | | | |
|-----------------------|-------------------|-------------------------|
| Economy (P4/B2) | Compact (P5/B1) | Intermediate (P5/B1) |
| Standard (P5/B2) | Full Size (P5/B2) | Standard SUV (P5/B2) |
| Full Size SUV (P7/B3) | Minivan (P7/B3) | Passenger Van (P12/B5)* |

Other: _____

*must be 25 years of age and have taken the Van Driver Safety Course to drive

Vehicles needed before 8am will be delivered the afternoon before and may incur charges starting that afternoon. Weekend rentals: If a vehicle is needed on Saturday or Sunday, the requestor may opt to pick up the vehicle at Enterprise on Saturday between 9am and 12pm or on Sunday between 1pm and 4pm. If the requestor would prefer to pick up the vehicle on the Friday before, they may do so, but please note charges will start on that Friday. Vehicles dropped at the Physical Plant after hours or on weekends cannot be returned until the next morning during business hours. Charges will not stop until Enterprise is notified of the return.

PHYSICAL PLANT SECTION TO BE COMPLETED BY TRAVEL ADMINISTRATOR

DOES TRAVELER REQUIRE A GAS CARD? _____ Yes _____ No

Gas Card Number Assigned: _____

VSP Form on File _____ Yes _____ No

Travelers Signature and Date at time of pick up:

SIGNATURE

DATE

PICKUP TIME

INSTRUCTIONS FOR REQUESTING A VEHICLE FOR UNIVERSITY OF USE

- Please read thoroughly as the following information will tell you how to complete your vehicle request form
- **NOTE: P.O. NUMBER MUST BE ON THE VEHICLE REQUEST FORM OR REQUEST WILL NOT BE PROCESSED**
- A P.O. number must be shown on the vehicle request form in order to rent a vehicle via Enterprise. Please include a copy of your current P.O. that matches the number you provide on the form. **REQUEST WILL NOT BE PROCESSED IF THE P.O. COPY IS NOT ATTACHED**
- All request forms must be signed by the Department Head or Department Head's designee **OR REQUEST WILL NOT BE PROCESSED**
- **Please provide the destination of travel city and state**
- **Please mark type of vehicle you wish to reserve**
NOTE: UNLESS OTHERWISE SPECIFIED A STANDARD CAR WILL BE ASSIGNED SUCH AS AVENGER, PRUIS, CHRYSLER 200. NO SUV'S UNLESS MULTIPLE PASSENGERS TRAVELING.
- **Please complete all driver information requested on the form.**
NOTE: DRIVER MUST BE AT LEAST 25 YEARS OF AGE TO RENT A VEHICLE THROUGH THE UNIVERSITY

Any portion of a car rental expense that is determined to be Personal in nature will be the responsibility of the traveler, and the state will not reimburse the employee for such expenses. If the rental is paid for by direct billing, the portion that is determined to be personal will be prorated and the traveler will be required to reimburse the university.

- **Please mark on the sheet whether traveler will need a fuel card**
FUEL CARD MAY ONLY BE USED FOR FUEL CHARGES. THEY CANNOT BE USED FOR FOOD OR DRINK PURPOSES AND CANNOT BE USED TO FUEL PERSONAL VEHICLE/S
- **IF YOU ARE REQUESTING TO DRIVE A 15 PASSENGER VAN, YOU WILL BE REQUIRED TO TAKE A VAN DRIVER SAFETY COURSE BEFORE YOU CAN DRIVE THE VAN. THE COURSE CAN BE SCHEDULED THROUGH TIM DECKER AT 852-2323 OR TDECKER@UCA.EDU.**

FORM CAN BE FAXED TO PHYSICAL PLANT AT 501-450-5399 OR EMAILED TO danthes@uca.edu and bylynch@uca.edu. David Anthes is your first contact for Enterprise Rentals and his number is 450-3196.