

Hello,

The vehicle rental procedure is as follows:

1. A vehicle rental request form must be submitted to Accounting or Purchasing with a copy of the CCF-145 (travel authorization form). The budget information section must be completed with the information from SAP.

School Generated Funds:

If you are paying with school generated funds, you will need to submit cash or a check to the Accounting Department with a CCF-375 after the trip is completed. The CCF-375 should be coded with the same budget information as the rental request form.

Regardless of funding source, the budget information on the Vehicle Rental Request Form must be completed.

2. Accounting or Purchasing will process the request and send the confirmation number to the driver and the requestor.
3. To pick-up the rental, the driver will need the confirmation number and a valid driver license. (If you need to show your personal credit for identification purposes, instruct the company not to charge your card)
4. Upon your return send all original receipts from the car rental company to the department that processed your vehicle rental request (Accounting or Purchasing). FYI, all vehicle rentals are automatically billed to a District credit card controlled by the Accounting or Purchasing Departments, the receipts is needed to reconcile our records.
5. Current contracted companies – Enterprise or Hertz.
6. Age requirements – Hertz, 25 years. Enterprise – 21 years old.
7. Id requirements – Hertz requires 3 forms of identification for van rental only (Driver license, CCSD ID and a credit card, not to be charged).
8. If you have any question please call Simone Vongsana, at 799-5338 ext. 5421 or Amy Pursell 799-5338 ext. 5341.