

**SGA Reservation Rental Form**  
**Enterprise Rent -A-Car**  
**(Van Rental & Vehicle Rental)**

**STUDENT COMPLETE THIS SECTION**

DEPARTMENT: \_\_\_\_\_ STUDENT ORGANIZATION: \_\_\_\_\_

EVENT: \_\_\_\_\_ SMARTKEY/ NUMBER: \_\_\_\_\_

TYPE OF VEHICLE: \_\_\_\_\_ NUMBER OF VEHICLES NEEDED: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_ TIME OF DAY: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

(List all states the Vehicle(s) will travel through)

VEHICLE TO BE PICKED UP AT (LOCATION) \_\_\_\_\_

VEHICLE TO BE RETURNED TO (LOCATION) \_\_\_\_\_

PRIMARY DRIVER: \_\_\_\_\_ STATE/LICENSE#: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

(All drivers must be at minimum 19 years of age or older)

ALTERNATE DRIVER: \_\_\_\_\_ STATE/LICENSE #: \_\_\_\_\_ STUDENT ID#: \_\_\_\_\_

**EMORY AUTHORIZED EMPLOYEE COMPLETE THIS SECTION**

PRINT NAME OF EMORY AUTHORIZED EMPLOYEE: \_\_\_\_\_

(P-CARD NUMBER ON-FILE WITH ENTERPRISE)

Account to Use : 03EMOR1 (Meredith) or 03EMOR2 (Laura) or 03EMOR3 (Andre Moore)

NAME ON CARD: \_\_\_\_\_

(Same as authorized Emory employee)

I AUTHORIZE THE USE OF MY EMORY P-CARD NUMBER AS PAYMENT FOR ANY AND ALL CHARGES THAT RESULT FROM THE RENTAL(S) REQUESTED ON THIS RESERVATION FORM.

SIGNATURE OF EMORY AUTHORIZED EMPLOYEE: \_\_\_\_\_

This form must be signed by Emory Authorized Employee  
before it is presented to Enterprise Rent-a-Car  
at the Emory Conference Center location or Oxford Campus location