

**Purchasing Department  
State University of New York College at Plattsburgh  
101 Broad Street  
Plattsburgh, NY 12901-2681  
Phone: 518-564-4601 Fax: 518-564-4602  
Federal Tax Exemption No. 14740026K**

**AUTHORIZATION TO EXPEDITE CAR RENTAL**

**Vendor: Enterprise Rent-A-Car** Date \_\_\_\_\_

Telephone #: 518-566-0190 Purchase Order No. \_\_\_\_\_

Fax#: 518-561-3975

Fed. ID#: 431487854 Dept. Account No. \_\_\_\_\_

Account #: JN0192

Traveler: \_\_\_\_\_ Additional Traveler: \_\_\_\_\_

**NEW RATES (eff. 01/05/2010) + CDW INSURANCE/DAY**

Dates: \_\_\_\_\_ Compact - \$ 35.89 + \$ 8.99 = \$ 44.88

Times: \_\_\_\_\_ Mid-Size - \$ 39.20 + \$ 8.99 = \$ 48.19

Destination: \_\_\_\_\_ Full Size - \$ 42.48 + \$ 8.99 = \$ 51.47

Van/SUV - \$59.91 + \$ 11.99 = \$ 71.90

_____ Days* @ _____ = \$ _____	Car Rental
_____ Days* @ _____ = \$ _____	CDW Insurance (for purchase order rentals only)
_____ = \$ _____	Total Amount

\*(Calculated @ 24 hr periods, then \$10.00 per hour thereafter.) (\$15.00/SUV's & Vans)

**If picking up on Saturday for a Monday early departure, you must include one extra day for Sunday rental.**

Department Contact \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Department Authorized Signature \_\_\_\_\_ Additional Authorization \_\_\_\_\_

**Procedures:**

1. Complete Form (Driver must be on current Plattsburgh State LENS list)
2. Fax form to Purchasing at 4602. **A V.P. Signature is required on the form.**
3. Purchasing will review, approve and assign a PO# - then will fax back to department.
4. Department handles arrangements with Enterprise and faxes numbered form to them.
5. Enterprise will fax Reservation number to Department.

**NOTE:** By applying to use a State owned/operated/leased/rented/CAS or personal vehicle on State business and signing this document, I certify that I do not have any mental conditions nor will I be taking any prescribed or over-the-counter medicine that would impair my ability to operate a motor vehicle.