

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**
334 Cornelia St.
Telephone #: 518-566-0190
Fax#: 518-561-3975
SFS# 10000 49835
Account #: JN0192

Hertz - Plattsburgh International Airport
42 Airport Road Suite 141
Telephone #: 518-563-2051

SFS# 11000 16248
Hours of Operation: M-F 9am – 5 pm

Traveler: _____

Date _____

Dates: _____

Pick Up Times: _____

Purchase Order No. _____

Additional Traveler: _____

Destination: _____

Dept. Account No. _____

NEW RATES (eff. 5/1/12 – 10/18/12) + CDW INSURANCE / DAILY RATES

<u>Enterprise Rates</u>		<u>Hertz Rates</u>
Compact	\$ 30.09	N/A
Mid-Size	\$ 31.92	\$ 31.00
Full Size	\$ 34.41	\$ 33.00
Minivan	\$ 51.65	\$ 54.00 **
Sm SUV	\$ 52.65	\$ 59.00 **

** arrangements may be made for these

Circle the Price/ Vendor or complete the box below

<div>_____ Days* @ _____ = \$ _____</div> <div>Car Rental + Insurance</div> <p>With this new contract, the CDW insurance is included in the pricing.</p>
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Department Contact

Telephone No .

Fax No.

Department Authorized Signature

Additional Authorization – VP / President

Procedures:

1. Complete Form (Driver must be on current Plattsburgh State LENS list)
2. Fax form to Purchasing at 4602.
3. Purchasing will review, approve and assign a PO# - then will fax back to department.
4. Department handles arrangements with Enterprise or Hertz.

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.