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
Fax#: 518-561-3975
Fed. ID#: 431487854
Account #: JN0192

Purchase Order No._____

Dept. Account No._____

Traveler:_____ **Additional Traveler:** _____

Dates:_____
Times:_____
Destination:_____

NEW RATES (eff. 8/15/09) + CDW INSURANCE/DAY		
Compact - $ 36.26	**+ $ 8.99**	**= $ 45.25**
Mid-Size - $ 39.60	**+ $ 8.99**	**= $ 48.59**
Full Size - $ 42.91	**+ $ 8.99**	**= $ 51.90**
Van/SUV - $60.51	**+ $ 11.99**	**= $ 72.50**

_____**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)**

_____ _____ _____
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.
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.