

Purchasing Department  
State University of New York at Plattsburgh  
101 Broad Street  
Plattsburgh, NY 12901-2681  
Phone: 518-564-4601 Fax: 518-564-4602  
Federal Tax Exempt # 14740026K

**AUTHORIZATION TO EXPEDITE CAR RENTAL**

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**Vendor:** Enterprise Rent-A-Car      Date \_\_\_\_\_  
Telephone #: 518-566-0190      Purchase Order No. \_\_\_\_\_  
Fax#: 518-561-3975      Dept. Account No. \_\_\_\_\_  
Fed. ID#: 431487854      OR  
Account #: JN0192      Travel Card No. \_\_\_\_\_

Traveler: _____	<u>NEW RATES (eff. 8/31/07) - CDW INSURANCE/DAY</u>	
Dates: _____	Compact - \$ 35.26	\$ 8.99
Times: _____	Mid-Size - \$ 38.51	\$ 8.99
Destination: _____	Full Size - \$ 41.73	\$ 8.99
	Van/SUV - \$58.85	\$ 11.99

\_\_\_\_\_ Days\* @ \_\_\_\_\_ plus CDW Insurance (for purchase order rentals only)

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

Additional Info (i.e. cruise control, early pickups, etc.)

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Department Authorized Signature

**Procedures:**

1. Complete Form (Driver must be on current Plattsburgh State LENS list)
2. Fax form to Purchasing at 4602 for PO# OR Fax directly to Enterprise if travel card is used.
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 no. 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.