

*Old Dominion University  
Small Purchase Charge Card (SPCC)*

*Request for Car Rental Exception*

Date: \_\_\_\_\_

Cardholder Name (printed): \_\_\_\_\_

Department: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Exception Period: \_\_\_\_\_ temporary (date range) \_\_\_\_\_ permanent (one year)

***This exception may be used to lease vehicles from Enterprise Leasing Company using the referenced contract (VASCUPP Contract # UVA 727496) for business related travel. The Cardholder and Cardholder's Supervisor agree to:***

- 1. Provide credit card information to Enterprise so the traveler will not have to provide the credit card at check in. State and University policy prohibits the faxing of the credit card account number to a vendor.***
- 2. Document the driver of the vehicle and destination on the monthly SPCC log under the line entry listing the leasing service.***
- 3. Monitor vehicle rentals under this exception for inappropriate use.***
- 4. Recover funds from drivers for rentals that are determined were not used for State business.***
- 5. Forfeit use of this exception on the SPCC card if it is found to be used inappropriately or the procedure is not followed.***

***I certify by my signature below my understanding of the use of this car rental exception.***

\_\_\_\_\_  
Signature of Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (printed name)

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

*Please return completed and signed form to the University's SPCC Program Administrator:*

*Ms. Arcelia D. Barcliff  
Department of Materiel Management  
4401 Powhatan Ave., Suite 111  
Norfolk, Virginia 23529-0308  
Fax number – 757-683-5108*

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