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Subject: Use of Enterprise car Rental Contract

Announcement: Effective immediately, the rental of vehicles using the Enterprise Leasing Company Contract (VASCUPP #UVA727496) for business related travel must be made using either (i) an eVA DO purchase order, (ii) a Limited Purchase Order (LPO), or (iii) the Small Purchasing Charge Card (SPCC).

In order to use the SPCC, cardholders must complete and return the attached Request for Car rental Exception. Once the form has been appropriately completed, signed and returned to the SPCC Program Administrator, the restriction will be lifted for that particular card and cardholder.

Invoices received by Accounts Payable that fail to reference the eVA DO number or LPO number (see above mentioned procurement tools) will be returned unpaid to the vendor, with the resulting responsibility for payment placed on the individual traveler(s).

When making reservations, please reference account number D82472 to ensure receiving associated contract pricing. To access the current Enterprise rental agreement and associated rental rates and terms and conditions, please use the following link:

http://www.odu.edu/af/materiel/contracts/ContractAgreement_EnterpriseLeasing_September2008.pdf



[Exception Request Form for Car Rental - 04-2009.pdf](#)