

Department of Procurement Services
PCard Agreement
Request for Car Rental Exception

By signing below, Cardholder & Approver/Reviewer acknowledge limits of and accept responsibility for:

- ✓ Limitation - The car rental exception may only be used to lease vehicles from Hertz Rental Car or Enterprise/National Leasing Company using the contract for business related travel.
- ✓ Limitation - The PCard is only authorized for car rental time & distance, airport fees, and allowable tolls.
- ✓ Limitation - Fuel, parking and other fees **shall not be charged** to the PCard.

- ✓ Responsibility - Comply with [University Travel policies](#), including the Travel Credits Policy which addresses credits, reduced rates or free services accruing to the University.
- ✓ Responsibility - Comply with [University Travel Registry requirements](#), per Policy 1007, which requires all foreign and domestic travel to be entered into the ORM [Travel Registry](#) managed by [Risk Management](#).
- ✓ Responsibility - Provide credit card information to Hertz or Enterprise, so the traveler will not have to provide the credit card at check in. State and University policy prohibits the faxing or emailing of the credit card account number to a vendor.
- ✓ Responsibility - Document the driver of the vehicle, destination, and purpose in the BOA Works system.
- ✓ Responsibility - Monitor vehicle rentals under this exception for inappropriate use.
- ✓ Responsibility - Recover funds from drivers for rentals that are determined not to be for State business.
- ✓ Responsibility – Recover from car renter any fuel, parking fees, GPS and other unauthorized charges.
- ✓ Forfeit use of this exception on the PCard if it is found to be used inappropriately or procedure is not followed.

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

Department: _____

Cardholder (*printed name*) _____

Cardholder Signature & Date _____

Approver/Reviewer (*printed name*) _____

Approver/Reviewer Signature & Date _____

Please scan completed form to the PCard Program Administrators at PCardAdmin@odu.edu and allow 3-5 business days for processing.