



ENTERPRISE RENT-A-CAR

DATE REQUESTED: _____

SELECT YOUR VEHICLE: Click on the box

☐ Premium Sedan

☐ SUV

☐ 12 Passenger Van

☐ Mini-Van

DESTINATION: _____

DRIVER'S NAME: _____

DATE OF BIRTH: _____

LICENSE NO: _____

STATE: _____

ORGANIZATION NO: _____

ACCOUNT NO: 7303

DEPARTURE DATE: _____

TIME: _____ ☐ AM ☐ PM

RETURN DATE: _____

TIME: _____ ☐ AM ☐ PM

CAMPUS PHONE NO: _____

CELL PHONE NO: _____

ADDITIONAL DRIVERS:

YES

☐

NO

☐

1. DRIVER'S NAME: _____

DATE OF BIRTH: _____

LICENSE NO: _____

STATE: _____

2. DRIVER'S NAME: _____

DATE OF BIRTH: _____

LICENSE NO: _____

STATE: _____

PROCUREMENT USE ONLY: GAS CARD NO: _____

NOTE: THE REQUESTOR WILL BE NOTIFIED UPON ARRIVAL OF THE VEHICLE. THE VEHICLE KEY, GAS CARD AND GAS RECEIPTS MUST BE TURNED IN TO THE PROCUREMENT OFFICE ON OR BEFORE 8:00AM. IF YOU ARE RETURNING THE KEY TO THE KEY BOX, PLEASE DO NOT PUT GAS RECEIPTS / GAS CARDS IN THE BOX, BUT BRING THOSE TO PROCUREMENT BY 8AM THE FOLLOWING BUSINESS DAY. THERE WILL BE A CHARGE FOR VEHICLES NOT CANCELLED PRIOR TO THE VEHICLE DELIVERY DATE OR IF THE VEHICLE KEY IS NOT TURNED IN BY THE NEXT BUSINESS MORNING. PLEASE E-MAIL CANCELLATIONS TO BRIANNA TYLER.

ATTN: ENTERPRISE

DELIVERY DATE TO HGTC: _____

TIME: _____ ☐ AM ☐ PM

E-MAIL CONFIRMATION OF RESERVATION TO BRIANNA.TYLER@HGTC.EDU

rev. 9-24-2019