



University of Wisconsin-Stevens Point

Business Affairs
Payment Services

2100 Main St, Rm 041 E, Stevens Point WI 54481-3897
715-346-2052; Fax 715-346-4011



SGA Vehicle Rental Request and Payment Authorization

Use this form when you want to rent a vehicle from Enterprise Rent-A-Car and have the expense directly charged to your SGA account. This form can only be used when renting from the Enterprise office located at 5110 Main Street in Stevens Point. Contact Jean Sukow, Travel Coordinator, 346-2255 if you plan to rent a 15-passenger van.

Instructions:

1. Call Enterprise Rent-A-Car at 341-1200 to make your reservation
2. Introduce yourself as a UWSP student
3. Inform the agent at Enterprise that the rental will be direct billed and a fax authorization will be sent to their office
4. After making the reservation, fill in the rental information below:

	Name of Driver	Rental Dates	Pick-up Time	Total Number of Rental Days	Vehicle type (compact, midsize, van, etc)	Daily Rental Rate (\$)	Total Per Vehicle (\$)
Car #1							
Car #2							
Car #3							
						Total	

5. Where are you going? Provide the city and state or general vicinity for rural areas or remote travel.

6. What is the purpose of your trip? Provide the name of the event you are attending or explain your SGA business activity.

7. Provide the names of the passengers for all vehicles being rented.

8. Fill in the information below and obtain the signature of your SGA organization treasurer

Contact person: _____ Phone: _____ Email: _____

SGA Account #: _____ Org. Name: _____ Treasurer's Name: _____

SGA Org. Treasurer Signature: _____ Date: _____

9. Submit this form to the SGA Budget Director, University Center, Room 052.

Following approval by the SGA Budget Director, this form will be delivered to the Payment Services office. Jean Sukow, Travel Coordinator, will fax the completed form to Enterprise Rent-A-Car.

NOTE: Enterprise will not release the car(s) until they receive the faxed form sent from Payment Services.

SGA Budget Director Signature: _____ Date: _____

Approved Amount: _____ Req # _____

Travel Coordinator Signature: _____ Date: _____