



Vehicle Rental Purchase Order-Enterprise Rent-a-car

Use this form to make reservations at the Stevens Point Enterprise Rent-a-Car Office. The form will be completed by an employee of UW-Stevens Point when reserving a vehicle rental and to charge the costs directly to UWSP. Reservations may be made for employee business travel, student and employee group travel and for some candidates interviewing for a position. The department budget director must sign the authorizing signature line at the bottom of this form.

Instructions:

- > Complete this form when vehicle reservations are made and fax to Enterprise at (715) 341-1441
- > Forward a copy to Payment Services, 041 East, Main or fax to (715) 346-4011

To: Enterprise Rent-a-car
5110 Main Street
Stevens Point, WI 54481
Phone: (715) 341-1200

BILLING ADDRESS: UW-Stevens Point
Payment Services
2100 Main St, Rm 041E
Stevens Point, WI 54481-3897

Billing Inquiries call: (715) 346-4299

Name/Driver	Rental Dates	Pick-up Time	# of Days	Kind of Vehicle	Rate (\$)

Payment and Tax Exemption Policy: Payment will be made upon receipt of an itemized invoice with the Purchase Order attached within the terms of the Wisconsin 30 Day Prompt Pay Law. The University of Wisconsin-Stevens Point is exempt from all state, county and local taxes in Wisconsin. (Tax Exempt # ES 40706) (Tax Identifying # FEIN 39-1805963).

For UWSP Department Use:

Requested by: _____

Dept: _____

Phone: _____

Describe business purpose of trip and destination: