



Enterprise Rent-a-Car

ACCOUNT NUMBER: GA68113

TAX EXEMPT RENTAL

40 South Second Street • Oakland, Maryland 21550
Telephone: 301-334-8900 • <http://www.garrettcountryschools.org>

(Circle Location) **Oakland** Email: Matthew.Tye@ehi.com **Cumberland** Email: Michael.Price@ehi.com

Please cc the Finance Department on all car rental requests: purchasing@garrettcountryschools.org

Permission is granted for to rent a vehicle.
(Employee Name/Location)

(Employee Email)

(Phone Number)

Reason/Meeting:

Pick Up Date & Time: Return Date & Time:

Number of People:

Select Vehicle Class:

Jump Start (Check if applicable, see details below*)

Distribution Number:

Supervisor Name/Title: Phone:

Approving Signature: Date:

This RENTAL FORM grants Enterprise Rent-A-Car permission to invoice Garrett County Board of Education for the above services. If you have any questions, please contact the supervisor listed above.

Important:

1. Please send the following to **FINANCE** to facilitate payment to Enterprise:
 - a. The original, approved, and coded form.
 - b. A copy of the email confirmation from Enterprise.
 - c. A copy of the signed Field Trip Form or Professional Leave Form.
 - d. The car rental receipt that you receive from Enterprise.
2. The approving signature is to be signed by the administrator in charge of distribution number.
3. Cancellations of rental cars need to be completed by the individual renting the car. If Enterprise does not receive the cancellation by noon of the day of pick-up, the individual renting the car may personally be responsible for those charges.
4. Please do not take the gas or insurance option.
5. Only GCPS Board members and staff may drive the vehicle.
6. Vehicles should be picked up after **4:00 pm** and should be returned no later than **9:00 am** the day following usage. *See below Jump Start program.**
For a Friday rental, the vehicle must be returned on Saturday. If this is not followed, GCPS may be charged for an additional day.
7. **The individual renting the car may be held personally responsible for any additional charges.**

** To comply with the program, employees must pick up between 4:00 - 6:00 p.m. the day before the PLF Meeting and return to Enterprise before 9:00 a.m. the following day. We will be charged an extra \$15 if returned an hour later. For Monday requests, cars can be picked up on Saturday between 11:00 a.m. – 12:00 p.m. The Jump Start Program gives employees the flexibility to pick up a vehicle the night before a trip, and Enterprise will start the charges the next morning for \$15. This can help avoid an extra day's charge on a car rental.*