



401 S. McClintock, Tempe, AZ 85281 (480) 784-5995 phone (480) 968-7262 fax  
 1638 S. 7<sup>th</sup> Street, Phoenix, AZ 85034 (480) 257-4177 phone (480) 252-1386 fax  
 6001 S. Sossaman Road, Mesa, AZ 85212 (480) 988-7408 phone (480) 988-6576 fax



CAR RENTAL REQUEST

Driver #1, Name (please print)		Work Phone		Destination, to include city and state			
Driver #1, ASU Employee or Student ID Number				Enterprise Account Number			
Driver #2, Name (please print)		Work Phone		Department Name			
Driver #2, ASU Employee or Student ID Number				Type of Vehicle Requested			
Purpose of Trip				Special Instructions or Request for Delivery			
Anticipated Departure	Date	Time	AM	Anticipated Return	Date	Time	AM
			PM				

**I certify that I have a valid driver's license, will produce it at the time of rental and that I will abide by all rules and regulations established for the operation of this vehicle**

Driver 1. signature (required)	1. Driver's License Number (required)	State	Expires
Driver 2. signature (required)	2. Driver's License Number (required)	State	Expires

Please note the following:  
**State of Arizona law and ASU Policies require all above fields be completed. Enterprise cannot reserve a rental without an endorsed Rental Car Request form. Enterprise requires a separate Rental Car Request form for each vehicle reserved. Enterprise cannot issue a vehicle without driver providing a valid ASU Employee or Student ID number. State of Arizona law and ASU Policy requires letter of approval from Dean or Department Chairperson for all out-of-State travel. All rental cars are to be paid with each department's P-Card unless employee is in travel status where the use of the University P-Card is not allowed. Enterprise can put these on file with an account for your department by the branch above. ASU renters are not to put fuel charges on P-Cards. Enterprise will issue a Wright Express Fuel Card and pin number for each rental. Call the Enterprise location above in order to have a vehicle delivered to your department.**

**Enterprise hours are 8am – 6pm Monday – Friday, 8am – noon, Saturday**

Direct Inquiries to (please print)	Phone Number	Fax Number
Authorized Area/Org Signature	Date	Full Department Name
Print Authorized Area/Org Signers Name		