



401 S. McClintock, Tempe, AZ 85281 (480) 784-5995 phone (480) 968-7262 fax
 1638 S. 7th 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

RENTAL CAR 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		In Travel Status, Yes or No If you have questions as to in Travel Status please talk to your department head.		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	
<p>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.</p> <p style="text-align: center;">Enterprise hours are 8am – 6pm Monday – Friday, 8am – noon, Saturday</p>							
Direct Inquiries to (please print)				Phone Number		Fax Number	
Authorized Area/Org Signature				Date		Full Department Name	
Print Authorized Area/Org Signers Name							