

INTRAMURAL PURCHASE ORDER

**IOWA STATE UNIVERSITY
OF SCIENCE & TECHNOLOGY**

Selling Department: Transportation Services

Date: _____

Buying Department: _____

Account #: _____

Requestor: _____

Phone #: _____

Fax #: _____

ENTERPRISE RENT-A-CAR, 535 Duff Ave., Ames, IA
Phone (515) 233-5200, Hours: M-F 7:30A-6P; Sat., 9A-1P

Rental of a vehicle from Enterprise Rent-A-Car through the Transportation Services rental agreement.

Rental is subject to all requirements of the Enterprise Rent-A-Car Agreement Terms and Conditions and the master rental agreement.

PLEASE COMPLETE THE INFORMATION BELOW: (one rental per form)

Type or size needed: _____

Destination: _____

One-way _____

or Roundtrip _____

If not picking up in Ames, list location: _____

Date needed:* _____

Time: _____

Date to be returned:** _____

Time: _____

Driver Name: _____

(MUST be at least 21 years of age and have a VALID U.S. driver's license.

E-mail for confirmation: _____

Phone:(w) _____

(h) _____

FUEL - Customer responsibility. To be returned with the same amount of fuel as when rented.

PERSONAL EFFECTS COVERAGE - Not available

*MUST BE DURING BUSINESS HOURS

**RECOMMENDED DURING BUSINESS HOURS

Please call Enterprise if you wish to be picked up.

Approved: _____