

**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

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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 \_\_\_\_\_  
If not picking up in Ames, list location: \_\_\_\_\_

or Roundtrip \_\_\_\_\_

Date needed:\* \_\_\_\_\_

Time: \_\_\_\_\_

Date to be returned:\*\* \_\_\_\_\_

Time: \_\_\_\_\_

**Minimum rental is 2 hours**

Driver Name: \_\_\_\_\_

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

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: \_\_\_\_\_