

**IOWA STATE UNIVERSITY
OF SCIENCE & TECHNOLOGY**

**INTRAMURAL PURCHASE ORDER
COMPLETE AND FAX TO 294-4838**

Selling Department: Transportation Services

Date: _____

Buying Department: _____

Account #: _____

Requestor: _____

Phone #: _____

Fax #: _____

Vehicle Pickup and Return Locations:

ENTERPRISE, Ames IA, 535 Duff Ave, Phone: 233-5200, Hours: M-F 7:30A -6P; Sat., 9A-12P

ENTERPRISE, Des Moines Airport, Phone: 256-5665 Hours: M-F 7:30A-11:30P; Sat-Sun 7A-11P

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: _____

Flight information if the trip is a return flight to Des Moines: _____

Date to be picked up: _____

Time: _____

Saturday pickup for (circle one): Saturday - Sunday - Early Monday

PICKUP TIME MUST BE DURING
ENTERPRISE BUSINESS HOURS

Date to be returned: _____

Time: _____

RECOMMENDED IN BUSINESS HOURS

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) _____

Please telephone Ames Enterprise if you wish to be picked up.

Your pick up address: Street: _____ City: _____

FUEL - Customer responsibility: To be returned with the same amount of fuel as when rented
PERSONAL EFFECTS COVERAGE - Not available

Approved: _____