



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

October 16, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM FY 09-18

Distributed via Campus Email

TO: Vice Presidents, Deans, Directors, Department Heads and Account Mangers

FROM: Mary Lee Hodge  
Vice President of Business Affairs

RE: Enterprise Rental – Vehicle Return Policy

Effective immediately, in order to avoid confusion regarding the date and time of rental car returns, Prairie View employees must email Michelle Katz letting her know that their rental has been returned and is ready for Enterprise pick up. This will clear up any misunderstandings of when Prairie View employees return their rentals or when Enterprise employees pick up the returned vehicles. Please send email confirmation stating return date and time to Michelle Katz at [michelle.p.katz@erac.com](mailto:michelle.p.katz@erac.com) so we can stop charges at the correct time and pick up the returned rentals in a timely manner.

Thank you for your cooperation.

MLH:pgs

xc: Dr. George Wright