



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

May 26, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY09-80
Distributed via Campus Email

To: Faculty and Staff
From: Mary Lee Hodge
Vice President for Business Affairs
Re: Enterprise Rent-a-Car Policy Update

We are sending this email out to clarify some of the policy agreements between Enterprise Rent-a-Car and Prairie View A&M University. I have listed below a few of the topics that seem to raise the most questions pertaining to rentals.

PVAMU is on a 24-hour clock which means every 24 hour period is one full day. For example, if a car is delivered at 8am and returned the following day at 12 pm this is not one day, but two. The car would need to be returned by 8am to constitute a one day rental. There is up to a 1-hour grace period of no charge, but after 1 hour the rental rolls into another day.

Before a rental can be picked up from Enterprise Rent-a-Car or delivered to PVAMU, a purchase order (PO) must be faxed to the branch rental location. This applies to car and van rentals and needs to include the number of days and dollar amount. Enterprise Rent-a-Car will not bill PVAMU for a rental without a faxed purchase order (PO).

For weekend rentals there is a 2 day minimum charge if the vehicle is needed Saturday and a 3 day minimum charge for rentals needed on Friday. This applies to van rentals and car rentals.

For cars needed on Monday morning before Enterprise Rent-a-Car hours of operation, charges will start Saturday at 12pm. This means if the car is returned Monday evening past 12pm, the number of rental days would be 3 days.

The fuel policy on the rental cars and vans is to bring the car back with the same amount of fuel. If you do not want to worry about bringing the car back with the same amount of fuel, you may take advantage of Enterprise Rent-a-Car pre-paid fuel option. You will need to include this in your purchase order (PO) at the beginning of the rental. Otherwise, you would be responsible for bringing the vehicle back with the same amount of fuel.

For 15 or 12 passenger van rentals there must be a minimum of 5 days of rental in order to receive delivery of the van at no cost. If the rental is not at least 5 days you have the option of picking the van up directly from Enterprise Rent-a-Car or paying a \$100 delivery fee for delivery to Prairie View. Enterprise Rent-a-Car Van Rental is located at 3305 W SAM HOUSTON PKWY N, Houston, TX 77043.

*** A separate Van agreement may apply to the Athletic Department only.**