

## **15 PASSENGER VAN RENTALS:**

Previously the University had two (2) contracts with Enterprise Rent-A-Car for the rental of 15 passenger vans, one for Athletics and one for everyone else on campus to use.

It has been determined that these contracts will no longer be necessary, as 15 passenger vans can, and will be scheduled through Cheryl Brown in the Facilities area, as is done for the rental of any vehicles needed from Enterprise.

To rent a 15 passenger van(s), please proceed as follows:

- Provide a fully approved Travel Authorization Form to the Travel Coordinator in the LHU Purchasing Department (Linda Kibbe/Lorie Smith). The submitted Travel Authorization Form will be appropriately coded and processed by the Purchasing Office and it will be forwarded to Cheryl Brown in the Facilities Department.
- Cheryl Brown will contact Enterprise to schedule the van(s) requested.
- Cheryl Brown will return the Travel Authorization Form to the requestor showing the van(s) have been scheduled.
- On the day of the trip, Enterprise will deliver the van(s) one (1) hour prior to the scheduled departure time to the designated “Enterprise parking area” adjacent to the Facilities Building (3 spots reserved for Enterprise vehicles only – 95 West Fourth Street).
- To obtain the keys to the Enterprise van(s) scheduled, please go to the LHU Public Safety Office, show your Travel Authorization Form to the attendant on duty, and the keys to your van(s) will be given to you by the attendant.
- Proceed to the designated parking area for the Enterprise vehicles, adjacent to the Facilities Department building, to pick up your van(s).
- After the trip is complete, return the van(s) to the designated spots for the Enterprise vehicles, adjacent to the Facilities Building, lock the doors to the van(s), and deposit the keys into the “Enterprise” drop box mounted on the wall of the Facilities Building.

If you have any questions, please contact:

Cheryl Brown, Facilities – 484-2017

Linda Kibbe, Travel Coordinator – 484-2976

Lorie Smith, Backup Travel Coordinator – 484-2701