



From: State of CA Business Rental Department
Enterprise Rent-A-Car
150 N. Sunrise Ave
Roseville, CA 95661

To: Sonoma State University
Various Departments
1801 East Cotati Ave
Rohnert Park, CA 94928

Date: September 6, 2019

Re: Local Rental Account Set Up

Due to updates to privacy policies, Enterprise Rent-A-Car has updated how they process credit card transactions. Rental branches can no longer keep credit card numbers on file within their branch for use on rental tickets. Departments can set up a direct bill account for local rentals; this type of account will have credit card information on file but comply with PCI requirements. The direct bill account will allow business renters to pick up a vehicle without presenting a personal credit card. All rentals under the account will be charged at the time of vehicle return and an invoice will be available electronically for the designated billing contact within 48 hours of return via www.enterprise.com. If you would like to set up this type of account for your department, please complete the attached form and fax it to Megan Herring at (916)960-1158. Once we receive the attached form, Enterprise will begin the set-up process, which takes seven to ten business days. Upon completion, the new account information will be sent to your designated account contact and the University ProCard billing account contacts. For departments who are not interested in setting up a direct bill account, renters will need to provide a credit card at the time of pick-up. If you have campus related travel questions, please contact Accounts Payable. If you have Enterprise related questions, please contact the State of CA Business Rental Department.

Sincerely,

Lisa Holmes

State of California Account Manager
Business Rental Department

916-787-4733 direct
916-240-1169 cell 866-827-4694

fax lisa.m.holmes@erac.com

Enterprise Rent-A-Car's

Application for Direct Bill

Account (Local Rentals Only)

By completing this form, the

_____ department at CSU

(Department)

Sonoma is requesting a Credit Card on File Business Rental Account with Enterprise Rent-A-Car under the State of California Contract.

Credit Card Information*

Credit Card Number: _____

Expiration Date: _____

Authorized Signer: _____

Account Contact

Main Account Contact: _____

E-mail Address: _____

Mailing Address: _____

Phone: _____

University ProCard Billing Account Contacts

Account Contact: Accounts Payable & Jennifer Barnett

E-mail Address: carrie.schmidt@sonoma.edu & jenifer.barnett@sonoma.edu

Phone: (707)664-3315 or (707)664-3102

This form is designed to be used to request the establishment of a new Direct Bill Account with Enterprise Rent-A-Car for local rentals only. Please complete the required information on this form and fax it back to Megan Herring at (916)9601158 so that we may create your account in our systems. Once your Agency's account has been established, we will send out new account information to both the Primary Account Contact email address as well as the University ProCard Billing Account Contacts email address(s) you have listed above.

*By completing this form, your Agency gives Enterprise Rent-A-Car permission to process all local rental Charges or Refunds to the Credit Card listed above.

Megan Herring
Business Rental Account Representative

(916)787-4748-Direct

(916)960-1158-Fax

Megan.F.Herring@ehi.com