



OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE DEPARTMENT

FINANCE TAM: 2016-027

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Accounting & Financial Reporting

TELEPHONE: 833-5834

TO: Principals and Department Heads

FROM: Rita R. Scallan – Chief Financial Officer

DATE: January 13, 2016

SUBJECT: Temporary Procedures for Using Enterprise Rent-A-Car

Earlier this year, the State of Florida awarded a bid for renting vehicles to Enterprise Rent-A-Car. The previous bid had been with Avis Rent-A-Car. With this change in vendors, there is going to be a change in the process for District employees renting vehicles for official use. Unfortunately, the transition to this new process is lengthy to ensure the proper controls are in place. In order for District employees to rent vehicles under the state contracted rate with Enterprise, a **District Purchase Order** must be issued through the Purchasing Department for each rental including rentals that will be paid with internal funds. The following is temporary procedure to be used until the final transition has been made. Please disseminate this information to all employees that will be renting vehicles for official use.

Current Reservations

Avis

Employees that currently have a reservation with Avis should make a reservation with Enterprise using the procedures outlined in this TAM and then cancel the reservation with Avis.

Enterprise

If, an employee has made a reservation with Enterprise, the employee needs to contact his/her bookkeeper/secretary to have a District Purchase Order issued prior to the date of travel using the procedures outlined in this TAM.

Effective Date

The effective date of this procedure is January 13, 2016. Any vehicle rentals scheduled for January 22, 2016 and after must follow this procedure. Any vehicle rentals which do not follow this process will need to be submitted as a Board Bill prior to the invoice being paid.

Authorization to Rent a Vehicle

1. Employee requesting vehicle rental will give the following to the Bookkeeper/Secretary responsible for initiating requisitions in the AS400:
 - a. Fully approved TDE Form (including Finance and Assistant Superintendent/Chief Officer)
 - b. Information on vehicles to be rented
 - i. Class of Vehicle – Per the District’s Travel Policy, employees must use the Compact class vehicles. Any other class of vehicle requested must be accompanied by supporting documentation of the official District need for the increase class of vehicle.
 - ii. Number of Vehicles – The number of rental vehicles the employee needs for the trip.
 - iii. Number of Days – The number of days the vehicle(s) will be rented.
 - c. Items Not Authorized by District due to Additional Fees Incurred Through Car Rental Company (Any unauthorized items must be paid for by the employee)
 - i. Toll Transponders
 - ii. GPS Technology (Navigation Systems)
 - iii. Bluetooth Capabilities
 - iv. Refueling Charge (charge for returning rental vehicle with less fuel than when it was picked up)
2. The Bookkeeper/Secretary will enter a requisition into the AS400. The Enterprise Rent-A-Car vendor number is V1000001819. The requisition must include the following:
 - a. Class of Vehicle
 - b. Number of Vehicles
 - c. Dates of the Rental
 - d. Number of Days
 - e. Daily Rate of the Vehicle
 - i. Compact Class - \$25.55
 - ii. Mini Van - \$35.00
 - iii. Contact Kenn Macdonald at 833-5834 if another class of vehicle is requested.
 - f. Reference the State Contract Number 78111808-15-1.
 - g. Funding
 - i. Internal
 1. Use 1010-5100-0331-0XXX
 2. Indicate that Internal Funds will be used to reimburse the budget for the rental.

- ii. Budget – Use the funding strip that will pay for the entire out-of-county trip.
3. The Bookkeeper/Secretary will e-mail a copy of the approved TDE Form to Shanna Duncan at Shanna.Duncan@mail.okaloosa.k12.fl.us to include with the Purchase Order.
4. Once the requisition is approved, the Purchase Order will be sent to the school/department. The Bookkeeper or Secretary will give the Purchase Order number to the employee renting the vehicle(s).

Making the Reservation

The employee can make reservations either online or by telephone. The online method only allows for one vehicle to be reserved at a time. To reserve multiple vehicles for a trip use the telephone method.

Online Reservation Method (preferred method except when renting multiple cars for the same trip)

5. Go to www.enterprise.com
6. Enter location, pick-up and return dates/times, and age.
7. Enter the District billing code **TL5566** in the “Promotion Code or Account Number” section.
8. Choose the Enterprise location where the car will be picked up.
9. Choose a vehicle class. *Per the District’s Travel Policy, employees must use the Compact class vehicles. Any other class of vehicle requested must be accompanied by supporting documentation of the official District need for the increase class of vehicle.*
10. Additional equipment and options are not authorized by the District.
11. Review and Reserve page
 - a. Taxes will be shown on the review page but will be taken off when the vehicle is picked up.
 - b. Renter Details – Enter first name, last name, phone number, and e-mail address.
 - c. Confirm Trip Purpose – Select “Yes” that the trip is on behalf of the District
 - d. Additional Details – Enter the Purchase Order number in the “PO#” box.
 - e. Click “Reserve Now”.
 - f. A confirmation number will be displayed and the reservation information will be e-mailed to the e-mail address on the reservation.

Telephone Reservation Method

12. Call 1-855-266-9289
13. Give the Enterprise Customer Service representative the District’s billing code TL5566 and he or she will assist with making your reservation.

14. Give the Enterprise Customer Service representative the Purchase Order number.

After Travel is Complete

15. The employee will turn in the rental receipt to the Bookkeeper/Secretary.
16. The Bookkeeper/Secretary will send the rental receipt and the signed green copy of the Purchase Order to Accounts Payable for payment.
17. If the rental is being paid with internal funds, the Bookkeeper will
 - a. Keep a copy of the rental receipt for internal funds use.
 - b. Transfer the funds for the rental to the Transportation Holding Account (optional).
 - c. Send a check (made payable to the Okaloosa County School District) for the rentals made during the previous month to Accounting Operations.
 - i. The Cash Transmittal Form must reference the Purchase Orders that are to be credited.
 - ii. The check and a Cash Transmittal Form must be received by Accounting Operations by the 10th of the month.

If you have any questions regarding these procedures, please call Kenn Macdonald, Specialist – Accounting & Financial Reporting, at 833-5834.

cc: Executive Staff
Bookkeepers