



**OKALOOSA COUNTY SCHOOL DISTRICT
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE DEPARTMENT**

FINANCE TAM: 2016-029

CONTACT: Kenn Macdonald
Accounting & Financial Reporting

TELEPHONE: 833-5834

TO: Principals and Department Heads

FROM: Rita R. Scallan – Chief Financial Officer

DATE: February 9, 2016

SUBJECT: Training for New Reservation System for Using Enterprise Rent-A-Car

The final step to fully implement the transition from the Avis Rent-A-Car to Enterprise Rent-A-Car Program is for each school or department to designate two (2) office staff members to be responsible for making vehicle rental reservations for all staff members at their respective school/department. The rentals will be charged directly to the District Visa purchasing card for the specified individual. Schools that are paying for a rental with internal funds will follow the current process for reimbursing the District.

A representative from Enterprise Rent-A-Car will be providing trainings for the new reservation system at the Central Administrative Complex Technology Lab on February 25th and 26th (*Note: This is a date change from the dates given at the last principals' meeting*). There are five (5) training times from which to choose.

In order to prepare for this training, please submit the following information to Kenn Macdonald at macdonaldke@mail.okaloosa.k12.fl.us:

1. Names of the two (2) designated office staff (Primary and Alternate) from your school/department with a District Visa purchasing card to be the designated individuals to make reservations.
2. For Departments only, if the Primary and Alternate will be responsible for multiple cost centers, list all cost centers.
3. The attached Enterprise Rent-A Car Electronic Billing Agreement completed by the Primary. A sample for both schools and departments has been attached to aid in completing the form.
4. The first three (3) choices for training times for both the Primary and Alternate. Due to limited spacing, training time slots will be filled in the order received. An e-mail will be sent to both the Primary and Alternate indicating the training time given. Training times are as follows:

<u>Date</u>	<u>Time</u>
February 25, 2016	9:30 am – 11:00 am
February 25, 2016	12:30 pm – 2:00 pm
February 25, 2016	2:30 pm – 4:00 pm
February 26, 2016	10:30 am – 12:00 pm
February 26, 2016	1:30 pm – 3:00 pm

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

cc: Executive Staff
Bookkeepers

Enterprise Rent-A-Car

Electronic Billing Agreement

As a condition to the subscribing company's participation and in conjunction with the Corporate Service Agreement dated February 2, 2016 the subscribing company agrees to pay all charges for rentals entered into, under, and billed through the described charge card number last four digits _____, expiration date _____ which can only be used through the business account program number assigned.

****For credit card security purposes, Enterprise Holdings will have to contact the person submitting the form with the State of Florida (via phone) to obtain the rest of the credit card number. Please provide appropriate contact information when submitting.****

It is the responsibility of the subscribing agency to maintain the security of its Business Account Program number. The rental agreement shall be deemed conclusive evidence of the fact that the transaction was entered into under the Business Account Program number.

This agreement remains in effect until written notice of cancellation is received by either party. Subscribing company is responsible for all rental charges that occur until the Business Account Program number has been cancelled. Notice should be sent to stateoffloridabrse@ehi.com.

Notice to the company should be sent to (complete your information below):

Company Name:	
Street Address:	
City/State/Zip:	
Contact Name:	
Contact Email:	
Company Fax:	
Phone Number:	

Signature of Cardholder:	
Printed Name:	
Title:	
Date:	

Billing information

Account #:	To be assigned by Enterprise
Billing Account Name:	
Email to send invoices:	

Print, scan and email completed form to macdonaldke@mail.okaloosa.k12.fl.us

Enterprise Rent-A-Car

Electronic Billing Agreement

As a condition to the subscribing company's participation and in conjunction with the Corporate Service Agreement dated February 2, 2016 the subscribing company agrees to pay all charges for rentals entered into, under, and billed through the described charge card number last four digits 1234, expiration date 01/19 which can only be used through the business account program number assigned.

For credit card security purposes, Enterprise Holdings will have to contact the person submitting the form with the State of Florida (via phone) to obtain the rest of the credit card number. Please provide appropriate contact information when submitting.

It is the responsibility of the subscribing agency to maintain the security of its Business Account Program number. The rental agreement shall be deemed conclusive evidence of the fact that the transaction was entered into under the Business Account Program number.

This agreement remains in effect until written notice of cancellation is received by either party. Subscribing company is responsible for all rental charges that occur until the Business Account Program number has been cancelled. Notice should be sent to stateoffloridabrse@ehi.com.

Notice to the company should be sent to (complete your information below):

Company Name:	Niceville High School (Okaloosa County School District)
Street Address:	800 E John Sims Parkway
City/State/Zip:	Niceville, FL 32578
Contact Name:	Sally Ann Cavanaugh
Contact Email:	Sally.Cavanaugh@mail.okaloosa.k12.fl.us
Company Fax:	850-833-4267
Phone Number:	850-833-4114

Signature of Cardholder:	
Printed Name:	Sally Ann Cavanaugh
Title:	Bookkeeper
Date:	2/2/16

Billing information

Account #:	To be assigned by Enterprise
Billing Account Name:	Niceville High School (Okaloosa County School District)
Email to send invoices:	Sally.Cavanaugh@mail.okaloosa.k12.fl.us

Print, scan and email completed form to macdonaldke@mail.okaloosa.k12.fl.us

SCHOOL SAMPLE

Enterprise Rent-A-Car

Electronic Billing Agreement

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Notice to the company should be sent to (complete your information below):

Company Name:	Accounting & Financial Reporting (Okaloosa County School District)
Street Address:	120 Lowery Place S. E.
City/State/Zip:	Fort Walton Beach, FL 32548
Contact Name:	Sally Ann Cavanaugh
Contact Email:	Sally.Cavanaugh@mail.okaloosa.k12.fl.us
Company Fax:	850-833-6310
Phone Number:	850-833-6317

Signature of Cardholder:	
Printed Name:	Sally Ann Cavanaugh
Title:	Secretary
Date:	2/2/16

Billing information

Account #:	To be assigned by Enterprise
Billing Account Name:	Accounting & Financial Reporting (Okaloosa County School District)
Email to send invoices:	Sally.Cavanaugh@mail.okaloosa.k12.fl.us

Print, scan and email completed form to macdonaldke@mail.okaloosa.k12.fl.us

DEPARTMENT SAMPLE