



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

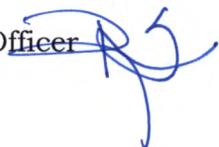
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FINANCE TAM: 2016-035

CONTACT: Kenn Macdonald, Specialist  
Accounting & Financial Reporting

TELEPHONE: 833-5834

TO: Select Individuals

FROM: Rita R. Scallan – Chief Financial Officer 

DATE: April 4, 2016

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

In order to assist the designated office staff members responsible for making vehicle rental reservations for all of their respective school/department staff, the Finance Department has developed a process and procedures for making reservations. These procedures replace the temporary procedures established with TAM 2016-027 from January 2016.

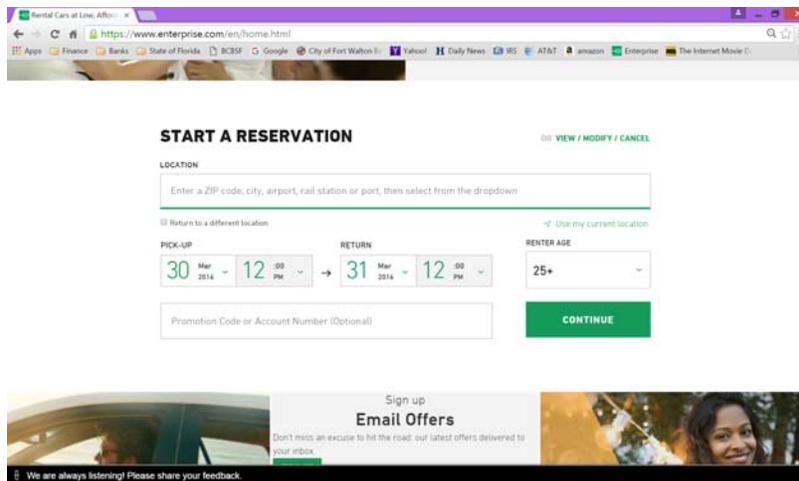
**Effective Date**

The effective date of these new procedures is April 8, 2016. Any vehicle rentals scheduled for April 8, 2016 and after must follow this procedure (except for reservation currently held with a District Purchase Order as outlined in TAM 2016-027). Any vehicle rentals which do not follow this process will need to be submitted as a Board Bill prior to the invoice being paid.

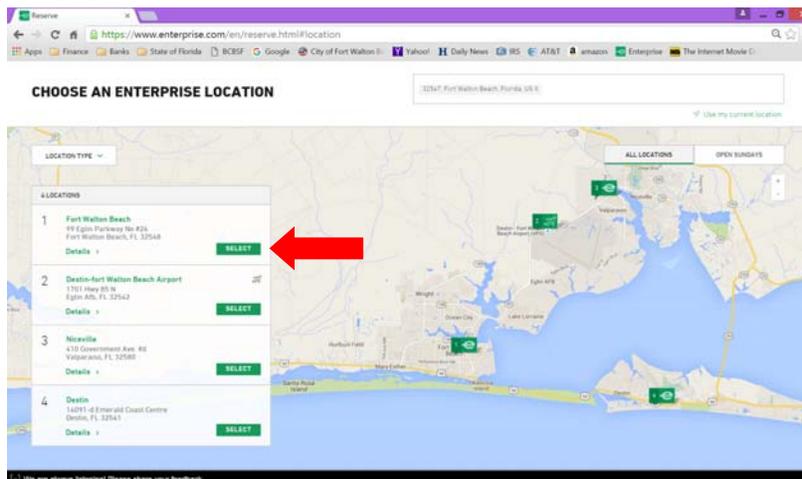
**Making Reservation Online**

1. Employee requesting vehicle rental will give the following to the designated individual (Bookkeeper/Secretary) responsible for making the reservation:
  - a. Fully approved TDE Form pages 1 and 2. Page 2 of the TDE Form will have all of the information needed to make the reservation.
  - b. Items not authorized by District due to additional fees incurred through car rental company must be paid for by the employee such as:
    - i. Toll Transponders
    - ii. GPS Technology (Navigation Systems)
    - iii. Bluetooth Capabilities

- iv. Refueling Charge – This is a charge for returning the rental vehicle with less fuel than when it was picked up. It is in addition to the cost of the fuel the rental company will charge which will be greater than the per gallon cost at a local gas station.
  - v. Other – any other items that incur an additional cost where a District need cannot be supported.
2. The designated Bookkeeper/Secretary will use the Enterprise website [www.enterprise.com](http://www.enterprise.com) to make the reservation.
  3. On the Enterprise Home Page under “Start A Reservation” enter the following information:
    - a. LOCATION – This can be a city, zip code, airport, etc.
    - b. PICK-UP DATE and TIME
    - c. RETURN DATE and TIME
    - d. RENTER AGE – Leave at 25+
    - e. PROMOTION CODE OR ACCOUNT NUMBER – Enter “**FL55026**”
    - f. Click the CONTINUE button.

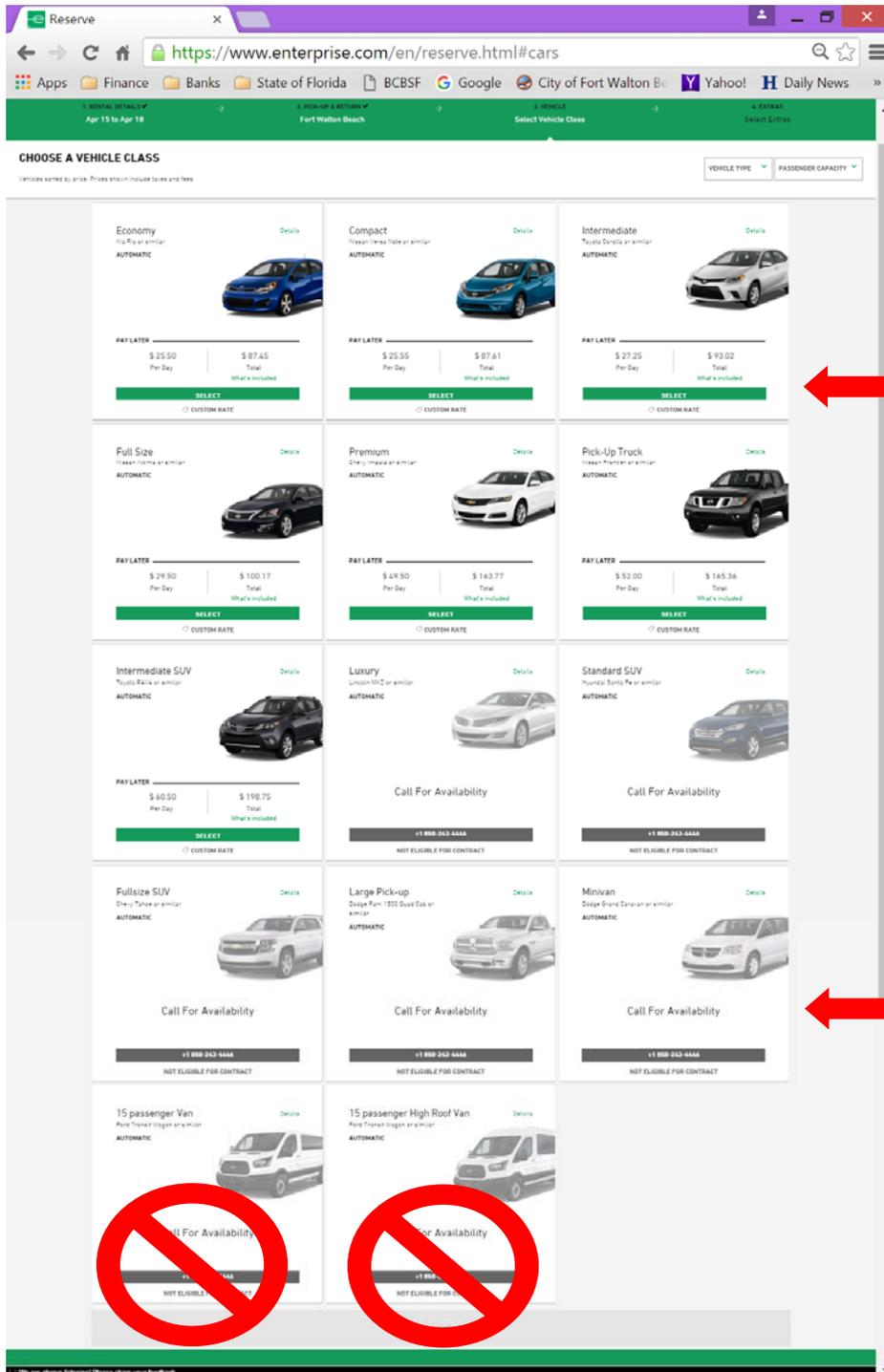


4. Choose the Enterprise location the vehicle(s) will be picked up and click the SELECT button for that location.

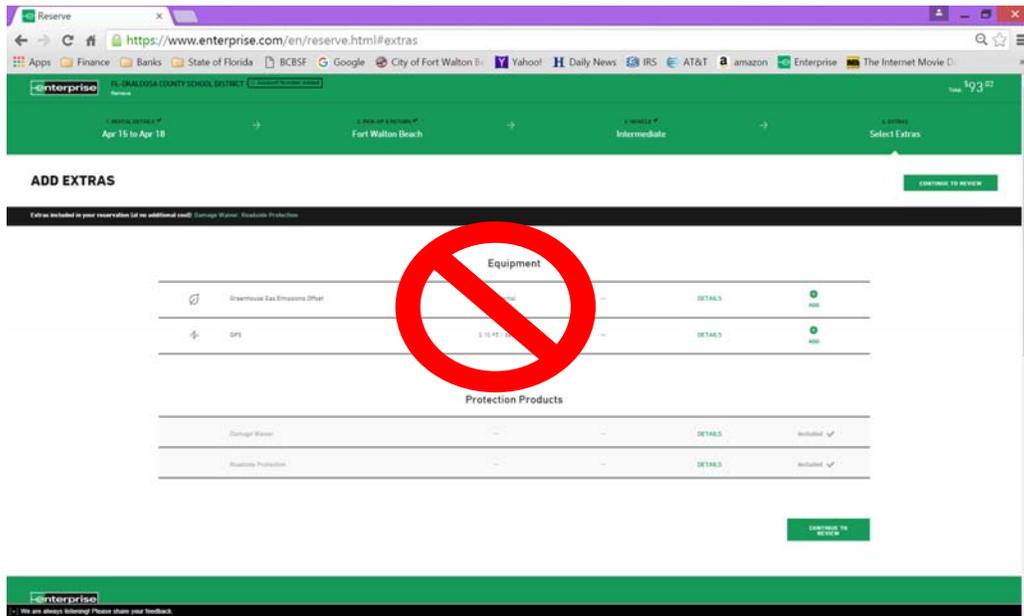


5. Select the VEHICLE CLASS

- a. Select the vehicle class as indicated on page 2 of the TDE form.
- b. If the requested class of vehicle shows “Call For Availability”, use the **Making Reservation by Telephone** section below.
- c. 12 passenger and 15 passenger vans are not authorized to transport students per Florida Statute 1006.22.

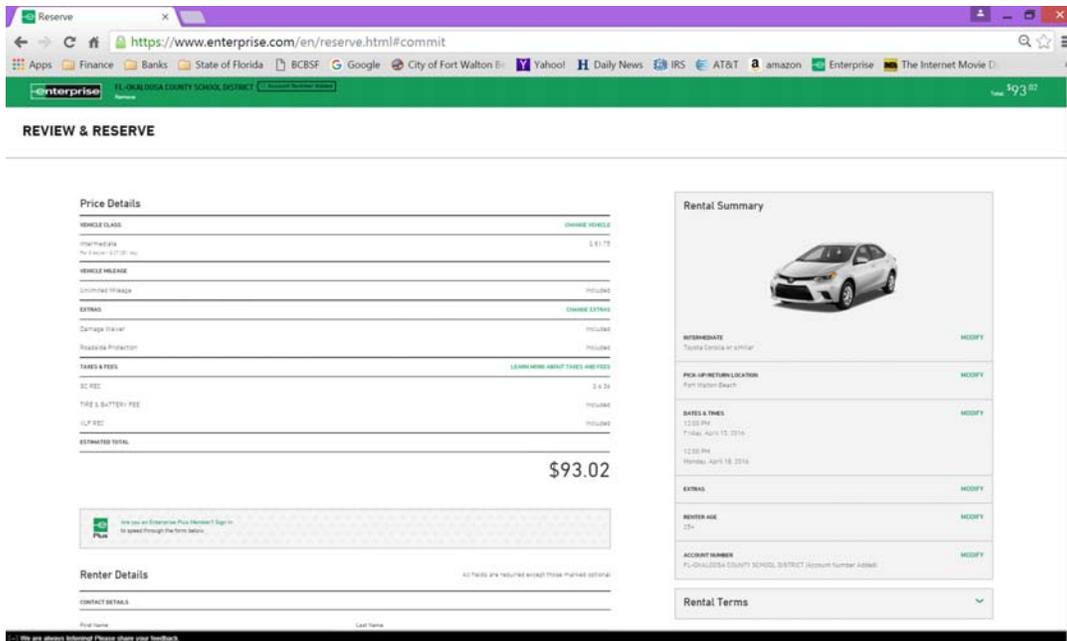


6. Add Extras – The District does not authorize any additional equipment. Click CONTINUE TO REVIEW.



7. Review and Reserve

- a. Review the reservation. Taxes may be included but should be removed at the rental location at pick-up.



- b. Enter the renter's information
  - i. First Name
  - ii. Last Name
  - iii. Phone Number

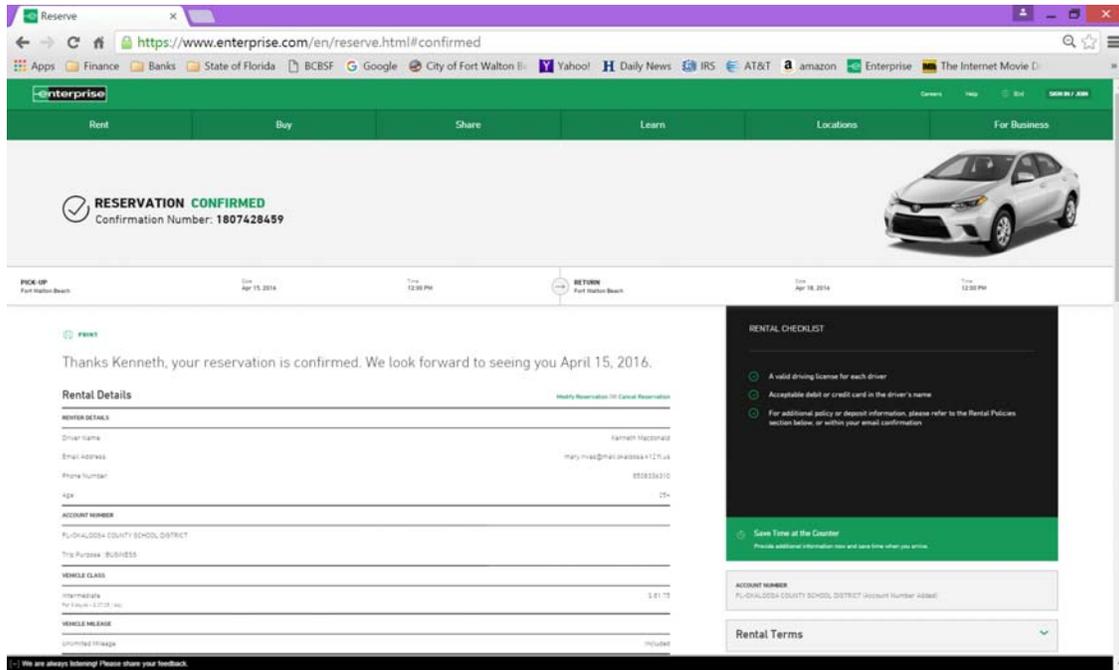
- iv. E-mail Address – This should be the e-mail address of the Bookkeeper/Secretary making the reservation.
- c. Uncheck the box that says “Sign up for Enterprise E-mail Specials”.
- d. Confirm purpose of the trip. Click YES to indicate that the trip is for official district business.

The screenshot shows the 'Renter Details' section of the Enterprise Rent-A-Car reservation form. The URL in the browser is https://www.enterprise.com/en/reserve.html#commit. The form includes fields for First Name (Kameth), Last Name (Macdonald), Phone Number (850-833-4310), and Email Address (mary.rivas@mail.okaloosa.k12.fl.us). There is a checkbox for 'Sign up for Enterprise Email Specials' which is currently checked. Below this, there is a section for 'CONFIRM TRIP PURPOSE' with a radio button for 'Yes' selected. A footer message reads: 'We are always listening! Please share your feedback.'

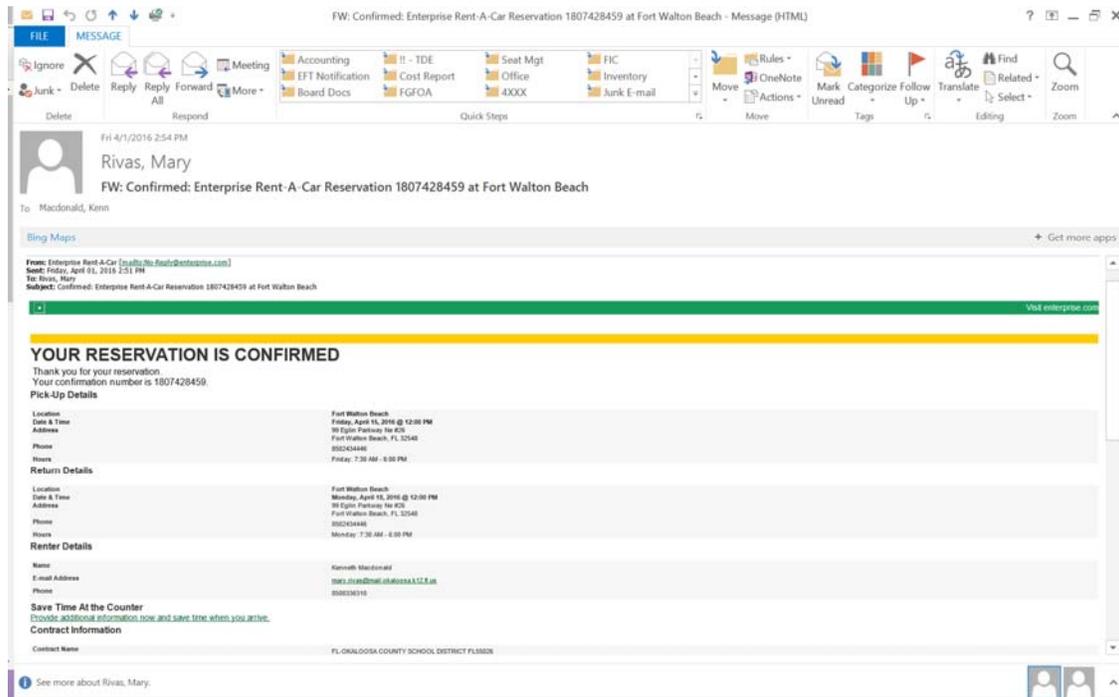
- e. Confirm that you are authorized for billing privileges and enter the 8 digit billing number.
- f. **Do not** enter the renter’s driver’s license number.
- g. Click RESERVE NOW

The screenshot shows the 'BILLING' and 'SAVE TIME AT THE COUNTER' sections of the Enterprise Rent-A-Car reservation form. In the 'BILLING' section, there is a radio button for 'Yes' selected, and a field for 'Enter Billing Number' containing the value 12345678. In the 'SAVE TIME AT THE COUNTER' section, there are fields for 'Issuing Country' (United States), 'Issuing Authority' (Please select a jurisdiction), and 'Driver's License Number'. A large red 'X' is drawn over the 'Driver's License Number' field. Below this section is a 'SUBMIT' button and a 'COMPLETE YOUR RESERVATION' section with a 'RESERVE NOW' button. A footer message reads: 'We are always listening! Please share your feedback.'

8. Receive the Confirmation Number and print for your records.



9. Forward the confirmation e-mail to the renter.



**Making Reservation by Telephone**

10. If the requested class of vehicle shows “Call For Availability” it will be necessary to call the local Enterprise rental location to make the reservation. This is the best process because the local rental location will know the actual inventory available. The locations and phone numbers are as follows:

Destin-Fort Walton Beach Airport (VPS)	Hours
1701 Hwy 85 N	M-F 7:00 a.m. – 11:00 p.m.
Eglin AFB, FL 32542	Sat. 7:00 a.m. – 11:00 p.m.
(850) 678-0210	Sun. 7:00 a.m. – 11:00 p.m.

Fort Walton Beach Location	Hours
99 Eglin Parkway NE Suite #26 Uptown Station	M-F 7:30 a.m. – 6:00 p.m.
Fort Walton Beach, FL 32548	Sat. 9:00 a.m. – 3:00 p.m.
(850) 243-4446	Sun. 12:00 p.m. – 4:00 p.m.

Crestview Location	Hours
2513 S. Ferdon Blvd.	M-F 7:30 a.m. – 6:00 p.m.
Crestview, FL 32536	Sat. 9:00 a.m. – 12:00 p.m.
(850) 689-4446	Sun. Closed

Niceville Location	Hours
410 Government Ave. #D	M-F 7:30 a.m. – 6:00 p.m.
Valparaiso, FL 32580	Sat. 9:00 a.m. – 12:00 p.m.
(850) 729-5700	Sun. Closed

Destin Location	Hours
14091-D Emerald Coast Centre	M-F 7:30 a.m. – 6:00 p.m.
Destin, FL 32541	Sat. 9:00 a.m. – 12:00 p.m.
(850) 654-5991	Sun. Closed

11. A representative from Enterprise will assist you in making the reservation.

**Required Documentation for District Visa Reconciliation**

12. The following documentation must be submitted with the school’s/department’s District Visa packet to support the car rental charges:
- Receipt from Enterprise rental.
  - Approved MIS 5085 TDE form, pages 1 and 2, for the respective trip.
  - Reimbursement check from Internal Funds. During the month, schools can transfer the funds for each rental to the District Visa Payables (Account 6.698.000).
  - Reimbursement check from the employee for items not authorized by the District (toll transponders, GPS, Bluetooth, refueling charge, etc.). The check should be made payable to the **Okaloosa County School District**.

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

cc: Executive Staff  
Principals/Department Heads  
Bookkeepers