



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


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FINANCE TAM: 2021-018

CONTACT: Kenn Macdonald, Specialist  
Accounting & Financial Reporting

TELEPHONE: 833-5834

TO: Select Individuals

FROM: Rita R. Scallan – Chief Financial Officer 

DATE: March 30, 2021

SUBJECT: Instruction for Using Avis and Budget Rental Car Reservation System

The State of Florida awarded a bid for renting vehicles to Avis Car Rental and Budget Car Rental.

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.

**Online Reservations**

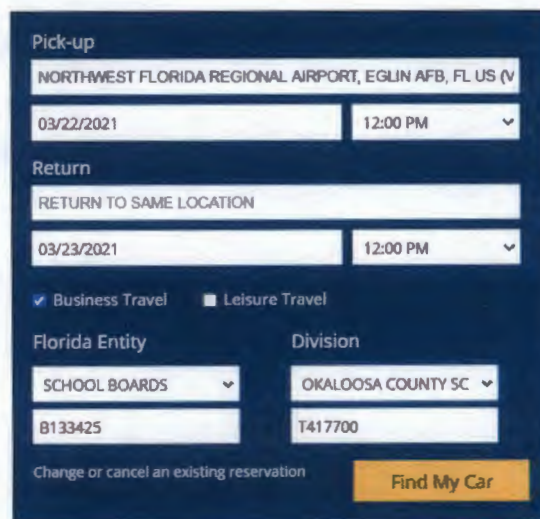
1. Employee requesting vehicle rental will provide the following to the designated individual (Bookkeeper/Secretary) responsible for making the reservation:
  - a. Fully approved TDE Form pages 1 and 2. Page 2 of the TDE Form will have all of the information needed to make the reservation.
  - b. Items 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.

## Instruction for Using Avis and Budget Rental Car Reservation System

2. The designated Bookkeeper/Secretary will use the web portal Florida Department of Management Services (DMS) has created to make the reservation <https://www.carrental.com/abgPartners/sof/>.
3. On the DMS portal Home Page enter the following information:

A screenshot of a web browser displaying the carrental.com website. The browser's address bar shows "carrental.com/abgPartners/sof/". The website has a header with the "DMS" logo on the left and "AVIS Budget" logos on the right. Below the header, a banner reads: "The Department of Management Services is pleased to announce Avis Budget Group as the State of Florida's supplier for rental vehicles." The main content area features a large image of palm trees on the left and a reservation form on the right. The form includes fields for "Pick-up" (Location, Date, Time) and "Return" (Location, Date, Time). It also has checkboxes for "Business Travel" and "Leisure Travel", and input fields for "AVIS AWD" and "BUDGET BCD". At the bottom of the form are links for "Change or cancel an existing reservation" and a "Find My Car" button.











- a. Pickup
  - i. From – This can be a city, zip code, airport, etc. The most common location will be the Destin-Fort Walton Beach Airport. Use the airport code VPS.
  - ii. Pick-up Date and Time
- b. Return
  - i. "Return To Same Location" is the default return location but can be changed if necessary.
  - ii. Date and Time
- c. Place a check mark in Business Travel.
- d. Under Florida Entity – Select School Boards
- e. Under Division – Select Okaloosa County School Board. The discount codes will automatically fill in for Avis and Budget.
- f. Click Find My Car.

A close-up screenshot of the reservation form from the previous image. The "Pick-up" section shows "NORTHWEST FLORIDA REGIONAL AIRPORT, EGLIN AFB, FL US (V)" in the location field, "03/22/2021" in the date field, and "12:00 PM" in the time field. The "Return" section shows "RETURN TO SAME LOCATION" in the location field, "03/23/2021" in the date field, and "12:00 PM" in the time field. The "Business Travel" checkbox is checked. The "Florida Entity" dropdown is set to "SCHOOL BOARDS" with the code "B133425" displayed below it. The "Division" dropdown is set to "OKALOOSA COUNTY SC" with the code "T417700" displayed below it. At the bottom, there is a link for "Change or cancel an existing reservation" and a "Find My Car" button.



## 4. Select the vehicle class

- Select the vehicle class as indicated on page 2 of the TDE form. Use Avis as the primary option and Budget if Avis is not available.
- The authorized vehicle class is INTERMEDIATE with a contract price of \$27.00/day.
- Minivans or other vehicles may be authorized in advance with valid supporting reasons of official need.
- 12 passenger and 15 passenger vans are not authorized to transport students per Florida Statute 1006.22.

Destin-Fort Walton Beach Airport		Mon Mar 22 12:00 PM	Tue Mar 23 12:00 PM	CHANGE
Brands: <input checked="" type="checkbox"/> AVIS <input checked="" type="checkbox"/> Budget		Corporate Rates		Filter Results
				
	Economy Car <a href="#">Show Details &gt;</a>	\$25.00	\$25.00	
	Compact Car <a href="#">Show Details &gt;</a>	\$25.00	\$25.00	
	Intermediate Car <a href="#">Show Details &gt;</a>	\$27.00	\$27.00	
	Standard Car <a href="#">Show Details &gt;</a>	\$29.00	\$29.00	
	Full Size Car <a href="#">Show Details &gt;</a>	\$29.00	\$29.00	
	Intermediate SUV <a href="#">Show Details &gt;</a>	\$30.00	\$30.00	
	Standard SUV <a href="#">Show Details &gt;</a>		\$33.00	
	Mini Van <a href="#">Show Details &gt;</a>	\$34.75	\$34.75	

## 5. Equipment/Services

- An Additional Driver may be authorized if necessary. The driver must be an adult. Students are not authorized to drive a District rental vehicle.
- The District does not authorize any additional equipment such as GPS Navigation Systems.

6. Reservation Details - Review the reservation. Taxes may be included but should be removed at the rental location at time of pick-up.
7. Click Continue.

Destin-Fort Walton Beach Airport
Mon Mar 22 12:00 PM
Tue Mar 23 12:00 PM
CHANGE

If GPS is selected, the cost is the responsibility of the renter.  
Loss Damage Waiver and 3rd party liability is a component of the rental rate when renting for State business in Florida and at participating Avis or Budget locations in the rest of US and CA.

Equipment / Services		Reservation Details	AVIS
Additional Driver	<input checked="" type="checkbox"/> \$0.00/day	Intermediate Car	Modify
GPS	<input type="checkbox"/> \$2.99/day	Toyota Corolla or similar >	
<b>CONTINUE</b>		Base Rate	\$27.00
		Taxes and Surcharges v	\$11.62
		Taxes >	\$2.53
		Surcharges >	\$9.09
		Equipment / Services	\$0.00
		Additional Driver	\$0.00
		Mileage	Unlimited Free miles
		<b>Estimated Total</b>	<b>\$38.62</b>
		Rate Rules	Maximum 330 Day(s)
		Notes	
		<small>Your rate was calculated based on the information provided. Some modifications may change this rate.</small>	

## 8. Renter Information

- a. First Name
- b. Last Name
- c. District e-mail address of the Bookkeeper/Secretary making the reservation. This is the e-mail where the reservation confirmation and invoice will be sent.
- d. Phone Number - Optional
- e. Cost Control – Do not use
- f. Flight Information – Do not use
- g. Payment Information– Select Book With Direct Billing Number

Payment Information
Select one of these options

Select one of these options
Pay later at the counter with a credit card
Book with direct billing number (Enter Wizard number linked to central bill account)
Use my Avis Preferred/Budget Fastbreak number (enter number below)

## Instruction for Using Avis and Budget Rental Car Reservation System

h. Enter the appropriate billing number. Schools with Internal Funds will have 4 different billing numbers (2 for Budgetary Funds and 2 for Internal Funds). Schools without Internal Funds and Departments will have 2 billing numbers for Budgetary Funds.

i. Avis – Budgetary Funds


ii. Avis – Internal Funds

iii. Budget - Budgetary Funds



iv. Budget – Internal Funds

i. Select Book

[Back to Avis Budget Group Partner Page](#)

Destin-Fort Walton Beach Airport  Mon Mar 22 12:00 PM > Tue Mar 23 12:00 PM CHANGE

Please note State badge or alternative proof of employment will be required at time of rental.

<p><b>Renter Information</b></p> <p><b>First Name</b> Kenneth</p> <p><b>Last Name</b> Macdonald</p> <p><b>State issued email address</b> Rivas.Mary@okalooschools.com</p> <p><b>Phone Number (optional)</b> </p> <p><b>Cost Control (optional)</b> </p> <p><b>Flight Information</b></p> <p><b>Airline</b> </p> <p><b>Flight (optional)</b> Numbers only please</p> <p><b>Payment Information</b> Book with direct billing number (Enter Wizard number linked to c )</p> <p>*****</p> <p><b>BOOK</b></p> <p><b>TERMS AND CONDITIONS</b></p>	<p><b>Reservation Details</b></p> <p>Intermediate Car  Toyota Corolla or similar &gt;</p> <p>Base Rate \$27.00</p> <p>Taxes and Surcharges &gt; \$11.62</p> <p>Taxes &gt; \$2.53</p> <p>Surcharges &gt; \$9.09</p> <p>Equipment / Services \$0.00</p> <p>Additional Driver \$0.00</p> <p>Mileage Unlimited Free miles</p> <p><b>Estimated Total \$38.62</b></p> <p>Rate Rules <small>Maximum 330 Day(s)</small></p> <p>Notes Your rate was calculated based on the information provided. Some modifications may change this rate.</p>	<p><b>AVIS</b></p>
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## 9. Receive the CONFIRMATION NUMBER and print for your records.

**Confirmation Number: 49837293US2**

The following was calculated based on the information shown that you provided to us. Changes in pick-up or return locations, car group, optional services, dates or times may change this rate. Renter must meet Avis age, driver and credit requirements. Please refer to the terms and conditions below for details. Note: Your driver's license may be subject to verification at time of rental.

[MAKE A NEW RESERVATION](#)  
[CANCEL THIS RESERVATION](#)

**Reservation Details**

**Personal Information** [Modify](#)

Name: Kenneth Macdonald  
E-mail: Mary.Rivas@okaloosaschools.com

**Rate Information** [Modify](#)

Intermediate Car  
Toyota Corolla or similar >

**Reservation Information** [Modify](#)

Rate Code: BL  
AWD Number: B133425  
Age: 25  
Country Of Residence: US

**Equipment / Services** [Modify](#)

Additional Driver

**Rate Information**

Base Rate: \$27.00  
Taxes and Surcharges >: \$9.62  
Equipment / Services: \$0.00  
Additional Driver: \$0.00

**Estimated Total** **\$38.62**

**Notes**  
Your rate was calculated based on the information provided. Some modifications may change this rate.

**Location Information** [Modify](#)

**Pick-up**  
March 22, 2021 12:00 PM  
Destin-Fort Walton Beach Airport - VPS  
1701 State Road 85 North  
Eglin AFB, FL 32542 US  
(1) 850-651-0819  
Latitude: 30.49572, Longitude: -86.54926

**Drop-off**  
March 23, 2021 12:00 PM  
Destin-Fort Walton Beach Airport - VPS  
1701 State Road 85 North  
Eglin AFB, FL 32542 US  
(1) 850-651-0819  
Latitude: 30.49572, Longitude: -86.54926

## 10. Forward the confirmation e-mail to the renter.

Outlook 2016 - Message - Mary.Rivas@okaloosaschools.com

From: Mary.Rivas@okaloosaschools.com  
To: Kenneth Macdonald, kmacdon@okaloosaschools.com  
Subject: PW: Your Avis Rental Confirmation

**Warning: This E-Mail Originated Outside of the School District's Network.**  
**DO NOT CLICK LINKS OR ATTACHMENTS unless you recognize the sender and know the content is safe.**

**AVIS**

Reservation Confirmation Number: 49837293US2

**Reservation Information**

Base Rate	27.00 USD
Taxes and Surcharges	9.62 USD
Equipment	0.00 USD
Additional Driver	0.00 USD
Customer Health Fee	1.00 USD
Optional Equipment	0.00 USD
Additional Driver	0.00 USD
Unlimited Mileage	0.00 USD
<b>Total</b>	<b>38.62 USD</b>

**Rate Rules**  
Reserve/Confirm: 30 days in advance  
Cancel/Modify: 30 days in advance  
Unlimited Mileage: Unlimited Mileage

**Printed:**  
Mar 22, 2021 at 12:00 PM  
Destin-Fort Walton Beach Airport  
1701 State Road 85 North

**Required Documentation for District Visa Reconciliation**

11. The following documentation must be submitted with the school's/department's District Visa packet to support the car rental charges:
  - a. Receipt from the rental.
  - b. Approved MIS 5085 TDE form, pages 1 and 2, for the respective trip.
  - c. Reimbursement check from the employee for items not authorized by the District (GPS, refueling charge, etc.). The check should be made payable to the **Okaloosa County School District**.

**Issues with Reservations and/or Billing Errors**

12. If you have any of the following issues please contact the DMS Contract Administrator, Cynthia Metcalfe, at 854-414-6741 or [Cynthia.metcalfe@dms.fl.gov](mailto:Cynthia.metcalfe@dms.fl.gov):
  - a. Requested vehicles are unavailable – Ms. Metcalfe may be able to make a reservation. Please note that area events (e.g. Spring Break, events on the military bases) have an impact on availability.
  - b. Florida Sales Tax charged on invoice – E-mail the receipt from the rental to Ms. Metcalfe so she can research and have the taxes credited back to your credit card.

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