



The CAR/VAN RENTAL FORM is required for any UAB department renting a vehicle for business purposes in order to qualify for reimbursement of the rental expense or to have a direct bill account established with Enterprise Rent-A-Car. The form must be submitted and approved by University Purchasing before the expense is incurred.

Purpose of Form: _____	Existing direct bill account number: _____
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Name of UAB Department Requesting Rental: _____

UAB Department Contact: _____

Contact Email: _____ **Contact Phone:** _____ **Contact Fax:** _____

Rental Date(s): _____	_____
UAB Account Number: _____	_____
UAB Business Purpose/Rationale for Renting Vehicle: 	

Complete the list below for all occupants of the vehicle (include additional sheets if necessary):

RELATIONSHIP	NAME	JOB TITLE	PURPOSE	
			Driver	Passenger
			Driver	Passenger
			Driver	Passenger
			Driver	Passenger
			Driver	Passenger
			Driver	Passenger
			Driver	Passenger
			Driver	Passenger

Approved by: _____ **Date:** _____

University Purchasing

This form should be emailed directly to University Purchasing and NOT routed through University Contracts.

CONTRACT EXCEPTION

UAB departments are prohibited from renting 15-passenger vans from any source. All 12-passenger vans rented from a car rental agency shall be equipped with stability control (e.g. AdvanceTrac, Roll Stability Control-RSC, Stabili-Trak and Electronic Stability Program-ESP) and anti-lock brakes.