



HOW TO RESERVE A RENTAL CAR

VISALIA UNIFIED SCHOOL DISTRICT AND ENTERPRISE HAVE PARTNERED TOGETHER TO PROVIDE RENTAL VEHICLES AT A CORPORATE RATE.

BELOW IS THE PROCESS TO RENT A VEHICLE FOR YOUR NEXT EVENT.

ALL DRIVERS MUST BE CLEARED BY HUMAN RESOURCES BEFORE OPERATING A VUSD RENTAL VEHICLE.

- Complete the ***Request for Vehicle Rental Form*** found on our VUSD website under Purchasing.
- Email completed form and ***Conference Attendance Form with Event Flyer*** to Jennifer Flores in Human Resources.
- Once approved by Human Resources - Purchasing Department will create the reservation based on the information provided on your ***Request for Vehicle Rental Form***.
- Once the reservation has been made a copy of your reservation will be emailed to you.
- You will create a requisition in Tyler Munis for the reservation and attach the following items to your requisition:
 - Copy of reservation
 - Copy of ***Conference Attendance Form with Event Flyer***
 - Copy of ***Request for Vehicle Rental Form***
 - Use Object Code **52000**

If you have any questions please contact the Purchasing Department at (559) 931-8076



Request for Vehicle Rental Form

Driver #1 Information:

Name: _____ Site/Dept: _____

Email Address: _____ Phone Number: _____

Drivers License #: _____ Employee ID #: _____

Driver #2 Information (if applicable):

Name: _____ Site/Dept: _____

Email Address: _____ Phone Number: _____

Drivers License #: _____ Employee ID #: _____

Event Information:

Event: _____ Date(s) of Event: _____

Event Location: _____

Vehicle Information:

Vehicle Type:

Intermediate Car _____ Standard Car _____ Full Size Car _____

Intermediate SUV _____ Standard SUV _____ Full Size SUV _____

7 Passenger Mini Van _____ 12 Passenger Van _____ 15 Passenger Van _____

Pick Up/Return Location:

Enterprise – Main Street (Visalia, CA) _____ **Vendor #24135**

Enterprise – Visalia Municipal Airport (Visalia, CA) _____ **Vendor #130419**

Pick Up Date: _____ Pick Up Time: _____ AM /PM

Return Date: _____ Return Time: _____ AM /PM

