**JCC Travel – Vehicle Rental Procedure**

JCC Purchasing and/or Accounts Payable staff complete Enterprise reservations online. A signed Purchase Order is **REQUIRED** for all JCC and FSA employee rentals to insure liability insurance coverage is in place should an accident occur. Without a purchase order, the driver **is not covered** by JCC’s auto insurance.

***Vehicle Rental Procedures***

1. Obtain ‘Authorization to Travel’ from your supervisor and/or funding source for the business trip.
2. Obtain ‘Authorization to Drive College or Rental Vehicle’ from Human Resources (Maree Dunn).
3. If payable by Faculty Student Association funds, contact Melissa Carris for FSA procedure, which MUST include a requisition in order to be covered by JCC Business Auto Insurance Policy.
4. If payable by Jamestown Community College funds, complete next steps.
5. Complete all yellow shaded fields on requisition (see appropriate location tab)

[J:\BUSINESS OFFICE\Purchase Policy and Forms\FORM Enterprise Rental Requisition.xlsx](file:///J%3A%5CBUSINESS%20OFFICE%5CPurchase%20Policy%20and%20Forms%5CFORM%20Enterprise%20Rental%20Requisition.xlsx)

The requisition form requires the following information:

* 1. Banner Fund-Org-Account
	2. Department Name
	3. Driver Name (must be JCC employee), Contact phone, Drivers’ License State, Birth Date, Expiration Date, License #
	4. Event Description: Conference/Event Name & Destination (City, State)
	5. Pick Up: Location, Date, & Time

Note: If the Pick Up/Drop Off Location is an airport, be sure you know what airport.

* 1. Drop Off: Location, Date, & Time
	2. Vehicle Class. See tab for description & NYS OGS prices

Note: Photos on a separate file.

Note: If a 7 or 15-Passenger Cargo Van, the Jamestown Enterprise MAY be able to procure one from Dunkirk. Otherwise, Pick Up/Drop Off Location is Erie Peach St.

* 1. JCC Insurance Policy # AWSD01612303; Policy Term: 09/01/2019-09/01/2020, The Hanover Insurance Co; Agency Name: Allmerica Financial Benefit Insurance Co.
	2. NYS OGS Contract # PS65506, valid 06/15/2011-10/18/2019, Enterprise Holdings Inc. Award at <https://online.ogs.ny.gov/purchase/snt/awardnotes/7200122273ContractorInfo.pdf>
1. Obtain electronic signature of your supervisor and/or Grant Officer.
2. Email completed & signed requisition to purchasing@mail.sunyjcc.edu
3. Purchasing will complete PO in Banner.
4. Purchasing will complete reservation at [www.enterprise.com](http://www.enterprise.com)
5. Karen Fuller will sign purchase order.
6. Purchasing will email requisitioner and Enterprise staff the Purchase Order & Reservation.

Note: Dunkirk Karie E Ingerson karie.e.ingerson@ehi.com

Note: Jamestown – Adam R Rupczyk adam.r.rupczyk@ehi.com

Note: Olean Robert P. Aronson robert.p.aronson@ehi.com

1. After trip, Enterprise will invoice JCC with PO # noted.

If you have questions, please contact Julie Marsh, or Karen Fuller.

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| **Enterprise Rent A Car** |
| **Account #s & Billing Addresses** |
| **JCC** | Contract ID P85857 **Jamestown Community College** Billing # *secret*  |
| FEIN: 16-6002650 |
| Jamestown Community College |
| Attn: Business Office / Julie Marsh |
| 525 Falconer Street |
| Jamestown, NY 14701 |
| **FSA** | Contract ID P81128 **Faculty Student Association at JCC** Billing # *secret* |
| FEIN: 22-2419851 |
| Faculty Student Association at JCC |
| Attn: FSA Office / Melissa Carris |
| 525 Falconer Street |
| Jamestown, NY 14701 |
| **Vendor Locations** |
| **Dunkirk** | 3979 Vineyard Drive, Dunkirk, NY 14048 |
| 716-363-7600 |
| Hours: M-F 8:00-5:30, Sat 9:00-Noon |
| **Jamestown** | 2124 Washington Street, Jamestown, NY 14701 |
| 716-664-5800 |
| Hours: M-F 7:30-5:30, Sat 9:00-Noon |
| **Olean** | 2101 West State Street, Olean, NY 14760 |
| 716-373-2100 |
| Hours M-F 8:00-5:30, Sat 9:00-Noon |
| **Erie** | 5759 Peach Street, Erie, PA 16508 |
| (passenger vans) | 814-864-8699 |
|   | Hours M-F 7:30-18:00, Sat 9:00-14:00, Sun 09:00-13:00 |
| **Current Branch Managers** |
| **Dunkirk** | Karie E Ingerson |
| karie.e.ingerson@ehi.com |
|   |
| **Jamestown** | Adam R Rupczyk |
| adam.r.rupczyk@ehi.com |
|   |
| **Olean** | Robert P. Aronson |
| robert.p.aronson@ehi.com |
|   |
|  | Lauren Jeckovich |
|   | Business Rental Sales Executive |
| **Corporate** | lauren.a.jeckovich@ehi.com |
|   | 716-353-6067 cell |
|   | 716-566-4270 fax |
|   | 5817 Transit Road, East Amherst, NY 14051 |