

Harris-Stowe State University

Purchasing Department

Office of Business and Finance

3026 Laclede Avenue

St. Louis, MO 63103

Phone: (314) 340-5763 or (314) 340-3325

Enterprise Vehicle Rental Request Form

NOTE: Only faculty and staff may make requests

Request Date: _____

Requestor Information:

Name: _____

Email Address: _____

Phone Number: _____

Faculty/Staff Member Requesting Vehicle (Driver for trip):

Name: _____

Email Address: _____

Phone Number: _____

Account Number/s to be charged:

_____, _____, _____

Trip Info:

Vehicle Type (Check One) :

Sedans

Passenger Vans

SUV's

Compact

Mini-Van

Small SUV (5 Passenger)

Standard

12 Passenger Van

Large SUV (7-8 Passenger)

Full Size

Departure Date: _____

Departure Time: _____

Return Date: _____

Return Time: _____

Destination: _____

Number of Passengers: _____

Date/Time vehicle is to be picked up from Enterprise: _____