

LAFAYETTE COLLEGE

ENTERPRISE CAR RENTAL STUDENT DRIVER APPROVAL FORM

REQUIRED BEFORE RENTING VEHICLE

This form must be completed and received in the Purchasing Office prior to a student reserving a vehicle from Enterprise. Only after receiving notification from the Purchasing Office will Enterprise release any vehicle to a student driver.

Name of Advisor or Department Head approving charges: _____

Signature of Approving Advisor/Department Head: _____

Club (or Department) name: _____

* * BANNER ORGANIZATION ACCOUNT NUMBER TO BE CHARGED (Required)* *

Fund (6)

Organization (5)

Account (6)

Program (2)

Each vehicle requires a list of driver's names that will be operating the vehicle. Please complete a separate form for each vehicle.

Name of Student Authorized Driver(s): _____

Dates of Reservation: Pick up _____ Drop Off _____

Upon your return you must sign in and drop off the keys at the Public Safety Office. THE CLUB/DEPARTMENT MAY BE CHARGED FOR ADDITIONAL DAYS IF THE STUDENT DOES NOT SIGN IN AND DROP OFF THE KEYS.

The completed form should be emailed to jroskil@lafayette.edu, faxed to the Purchasing Office at 610-330-5701 or sent by campus mail to 630 Parsons Street.

