

ENTERPRISE CAR RENTAL PROCEDURES

2901 South Frontage Road

Moorhead, MN 56560

PH: (218) 422-3001

Account Number: 63A5330

Directions to follow when renting a car for business travel:

1. Go to www.enterprise.com
2. Click the green button at the top of the page that reads **Business Rentals**.
3. From the drop-down list, click on **Business Rental Reservations**.
4. Enter the district's **Enterprise Business Rental Program #: 63A5330**.
5. In the **PIN**, enter **moo** (the first three letters of the company name – Moorhead Public Schools).
6. You will then be prompted to enter the details of your reservation:
 - a. **Pick up location = Moorhead**
 - b. **Pick up and return dates & times**
(Times are important because you will need more information if you will be picking up or dropping off your vehicle before or after business hours.)
 - c. **Vehicle class and renter's age**
(Choose a standard vehicle – *not standard SUV* – unless you are travelling with many people in the same vehicle.)
7. Click **Search**.
8. Select the branch where you will be picking up your vehicle. Choose the Moorhead branch at 2901 South Frontage Road.
9. Check to make sure the information is correct. If it is, click **Select and Continue**.
10. Enter the renter's information, including first and last name, phone numbers, e-mail address, PO #, home address and driver's license information. When finished, click **Continue**.
11. Again, verify that the information you've entered is correct. If it is, click **Book Now**.
12. The last page is your receipt. Print it and attach it to your yellow travel form.
13. Remember to complete your yellow travel form.

Each department should have their own PO number for Enterprise car rentals.

****Be sure that you have your department's PO before making any reservations.****

Important Notes:

- When picking up your vehicle, **please remind Enterprise staff that Moorhead Public Schools is tax exempt**. They will need to manually remove any sales tax from the rental invoice.
- If you are in the Fargo-Moorhead area, you may arrange for Enterprise to pick you up from a different location (home, school, etc.) the day of your travel if you prefer not to leave your vehicle at the Enterprise location.
- Before returning your rental vehicle, **you must fill the gas tank**. The district will reimburse you for the fuel once you've turned in your fuel receipt along with your yellow travel form. If you do not fill the vehicle, the district is charged much more by Enterprise for this service.