

ENTERPRISE RENT-A-CAR

4453 Main Ave Fargo, ND 58103	4861 45th St S Fargo, ND 58104	2801 32nd Ave N Fargo, ND 58102
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CORPORATE ACCOUNT NUMBER: 63A5330

Directions to follow when renting a car for business travel:

- Go to www.enterprise.com
- Click the green button at the top of the page that reads **Rent**.
- From the drop-down list click on **Start a Car Reservation**.
- You will then be prompted to enter the details of your reservation:
 - **Pick up location:** Choose one of the Fargo locations.
 - **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.*)
 - **Renter's age (Minimum age to rent is 25)**
 - **Corporate Account Number: 63A5330** (*This is very important because this is what links your reservation to the Business Rental Program account*)
- Click Continue.
- Select the branch where you will be picking up your vehicle. Choose one of the Fargo locations. ● You will be prompted to select **Vehicle Class** on the next page (Choose a standard vehicle – not standard SUV – unless you are traveling with many people in the same vehicle).
- Check to make sure the information is correct. If it is, click **Select and Continue**. ● Enter the renter's information, including first and last name, phone numbers, e-mail address, PO #, home address, and driver's license information.
- Again, verify that the information you've entered is correct. If it is, click **Reserve Now**.
- The last page is your receipt. Print it and attach it to your yellow travel form.
- Remember to complete your yellow travel form.
- **Each department should have its 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(s) along with your yellow travel form. If you do not fill the vehicle, the district is charged much more by Enterprise for this service.
- If picking up a vehicle on Friday for early Monday morning travel we receive a \$10 a day rate for Saturday & Sunday. If picking up your vehicle on Friday for Sunday travel you will be charged \$10 for

Saturday and our standard rate for Sunday. Please add notes to online bookings or call the number above to notify Enterprise staff.