



Enterprise Rent-A-Car Remittance Addresses for W&M

Enterprise Rent-A-Car
P.O. Box 12907
Newport News, VA 23612

Enterprise Rent-A-Car
P.O. Box 840173
Kansas City, MO 64184-0173

Enterprise Rent-A-Car
P.O. Box 402334
Atlanta, GA 30384-2334

To remain in line with the direct bill procedures put into place for the College of William and Mary, the addresses shown above shall be the only remittance addresses used at the College for Enterprise Rent-A-Car. The remittance address is based on the rental location that the vehicle is rented from and will be shown on the invoice submitted by Enterprise for payment.

If a remittance address other than one of the three shown above is provided on an invoice from Enterprise, that remittance address must be approved and signed off by the Office of Procurement prior to the submission of payment on any one invoice.

Any questions about this process should be submitted to Sherrene Moore at 221-3958 or svmoor@wm.edu in the Office of Procurement.

CC: Ruth Gilliam, W&M Accounts Payable
Christopher Pennant, Enterprise Rental