

## Summary

Change in ID# for business rentals using the College's SPCC or Travel Card with Enterprise Rent-a-Car.

## Full Description

The College of William & Mary has a contract with Enterprise Rent-A-Car that includes nationwide pricing. All departments that currently have a direct bill relationship with Enterprise Rent-A-Car should have a unique billing number provided by William and Mary's Enterprise account representative. This memo only applies to College business vehicle rentals that **are not** direct billed where rentals are set up using a small purchase charge card or travel card.

If you are not already aware of the College's account with Enterprise Rent-A-Car, please contact the Procurement Office for the ID# and PIN#. If you are making reservations online, please feel free to use this number at the Enterprise website. You will be prompted for the PIN# online.

Use of a personal charge card for business rentals is strongly discouraged by the College. For additional information on this policy you may contact the following people at the College:

Sherrene Moore, Office of Procurement at 757-221-3958 or [svmoor@wm.edu](mailto:svmoor@wm.edu)

Kristen Fagan, Office of Risk Management at 757-221-2742 [kdfaga@wm.edu](mailto:kdfaga@wm.edu)

For information on how to acquire a travel card, contact Ruth Gilliam at 221-4573 or email her at [rgilliam@wm.edu](mailto:rgilliam@wm.edu)

As a reminder, this customer ID# is valid at over 6000 Enterprise Rent-A-Car and National Car Rental locations across the US. If you wish to enroll into the ePlus program for Enterprise Rent-A-Car, you can do so at the Enterprise website.

Some of the benefits of the ePlus program include:

- Faster Reservations
- Member Discounts
- Special Member Lines (at select major airports)
- Faster Rentals

Please contact Chris Pennant with Enterprise Rent-A-Car at 757-873-4736 or email him at [Christopher.V.Pennant@erac.com](mailto:Christopher.V.Pennant@erac.com), or Sherrene Moore in W&M's Office of Procurement at 757-221-3958 or email her at [svmoor@wm.edu](mailto:svmoor@wm.edu) with any additional questions