



Rental Car Agencies in Review

In our July 2004 *PSC COMMUNICATOR*, we discussed the importance of renting vehicles for business travel from the designated agencies: **Avis, Budget, and (in Colorado) Enterprise.**

If a vehicle rental is required, the traveler needs to use his or her US Bank VISA (the State Travel Card) at one of these agencies. Furthermore, the traveler must contact 1.800.VISA.911 *prior to traveling* to determine the specific insurance needs applicable to each trip. (In most cases, VISA provides CDW/LDW. The State-contracted agencies provide liability coverage.)

Business travelers are also encouraged to enroll as preferred customers with the designated rental agencies. We have previously described how to sign up with the **Avis Preferred** or **Budget Fastbreak** programs (www.cusys.edu/psc/newsletter/psc-com2004-JUL_01.pdf). In this newsletter, we will focus on our third vehicle rental agency: **Enterprise.**

Using Enterprise for your In-State Vehicle Rental Needs

Whereas Avis and Budget can be used for business vehicle rentals both domestically and internationally, Enterprise Rent-A-Car is an option only when your vehicle rental is initiated *within the State of Colorado*. If you need to drive from Colorado to New Mexico, for example, that is OK: as long as you rent the car in state. If you need to rent a car *in* New Mexico, however, you will need to work with Avis or Budget instead of with Enterprise.

To enroll as a preferred customer with Enterprise, contact one of the following Corporate Account Managers:

Tim Wilson, 720.887.7441, *or*, Danielle White, 303.925.8476

As a preferred customer, you can reserve a vehicle by calling the local Enterprise branch directly, or by calling the VIP line (1.800.593.0505), or by booking on-line at www.enterprise.com.

Travelers are reminded that – whichever rental car agency is used – they need to obtain a *printed* copy of the zero-balance receipt. Handwritten receipts are not acceptable when requesting reimbursement of car rental costs. When returning a rental car to Enterprise, you may find it necessary to stop by the counter in order to collect that printed receipt.

Airfare Purchases Policy Reminder

CU employees and students must obtain a comparison fare quote from an approved travel agency (on our web site) prior to purchasing an airline ticket from any other agency or on the Internet. This comparison quote must be referenced in the Comments section of the Travel Voucher form.

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PSC Staff News:

Introducing Vince Urbancic

We are very pleased to introduce Vince Urbancic (*pronounced Yur-ban'-sik*) as the PSC's new IT Support/LAN Administrator. Vince takes over this role from John Simmons, who retired in June after many years of service to the University.

For his first day on his new job, Vince didn't have far to walk from his old one. Previously employed by Health Sciences Center Information Systems (IS), Vince used to report to work on a different wing of the same floor of Fitzsimons Building 500. During his seven years at IS, he provided workstation support to HSC staff – traveling from Fitz to 9th Avenue to Children's Hospital to resolve desktop emergencies.

Originally from Indianapolis, Vince earned a degree in electrical engineering technology from Purdue University, then spent 17 years with the Tandy Corporation repairing cell phones, CD players, tuners, and other consumer products. (*"If it had electronics in it, I was working on it."*)

Vince says he already enjoys working with the PSC staff...and we certainly appreciate the internal technical support that he provides to this office.

Welcome to the PSC, Vince!

To SSN...or Not to SSN

A reminder to department staff filling out Payment Vouchers and Travel Vouchers: If the Payee (vendor) is already in the CU Vendor File, you may identify that person by their Vendor ID Number *instead of* their Social Security Number (SSN). Using Vendor ID ensures both accuracy (by uniquely identifying the individual to be paid) *and* privacy (by minimizing the use of personal SSN data on distributed paper documents).

The Payment Voucher form (PV) currently allows the user to tab into the Vendor ID Number field and type this information. The Travel Voucher (TV) form currently has that field locked from entry, but you can hand-write the Vendor ID Number in the field after printing out the TV form. *A revised TV form – allowing typed entry of Vendor ID Number – will soon be available on the PSC web site.*

Of course, if the Payee is not yet in the Vendor File, you will need to provide SSN on the first PV or TV form you complete. Questions on how to fill out the PSC's forms should be directed to the PSC Help Desk at 303.724.4772.

Page Information	
Payee:	
Address:	
Address:	
Address:	
City, State, ZIP:	
Country:	
Fed ID #/SSN:	
Payee Type:	
Vendor ID:	

How do you find out the Vendor ID Number?

- **Look in Favorites, Vendor Inquiry.**
- **Or call the PSC Help Desk at 303.724.4772.**

