



## Cabrini University Vehicle Rental Program Application Form

This form is to be used when you want to rent a car for University business travel-only purposes. Enterprise Holdings (subsidiaries National Car Rental and Enterprise) known as (Provider) is University's exclusive vendor for ALL vehicle rentals. All prospective drivers must be enrolled in Provider's Emerald Club Program for vehicle rental privileges.

Complete each field listed and submit form to your Chair, Dean or Director and Vice President for review and approval. Scan the form and submit to the Procurement Manager Liz Kanaras at egk38@cabrini.edu. Once your request has been approved, you will receive an email invitation with further instructions.

Name \_\_\_\_\_

Department \_\_\_\_\_

Cabrini Email Address: \_\_\_\_\_

Describe the type of business travel you will be doing on a regular basis: \_\_\_\_\_

Type of Travel:  Local  Domestic  International

Type of Vehicle to be rented on a regular basis:  Car  Minivan  Van  Truck  Other

Do you currently have a PCard?  Yes  No

Are you currently an Emerald Club member?  Yes  No Membership # \_\_\_\_\_

\_\_\_\_\_  
**Applicant Name**

\_\_\_\_\_  
**Application Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Chair/Dean/Director Name**

\_\_\_\_\_  
**Chair/Dean/Director Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Vice President Name**

\_\_\_\_\_  
**Vice President Signature**

\_\_\_\_\_  
**Date**