



REQUISITION

Not a Contract or Authorization to Purchase

University of Central Oklahoma
100 N University Dr
Edmond Oklahoma 73034-5209
(405) 974-2000

EXAMPLE ONLY
Please refer to the Enterprise price list
for your specific rental

REQUISITION : R1201676
PHONE: 405 974-5051
DATE: 10/26/11

REQUESTOR'S NAME: Britni Brannon
ORGANIZATION: Purchasing, Payment Svcs & Travel
VENDOR ID: ENTREN--Enterprise Rent A Car
VENDOR'S ADDRESS: 13 W 15th St
Edmond, OK 73013-4002

PHONE: (405) 844-6700 Ext:
FAX: (405) 844-6703 Ext:

VENDOR CONTACT:

COMMENTS:

UCO ACCOUNTING INFORMATION:

FUND	ORGN	ACCT	PROG
100000	010183	73214	62000

ITEM	COMMODITY DESCRIPTION	QUANTITY U/M	UNIT PRICE	EXTENDED
1	R98112 Full Size Vehicle - Conf. #FZZ789 Date & Time of Pick-up: 10/26/11 7:30am Location of Pick-up: 13 West 15th Edmond, OK Date & Time of Return: 10/28/11 5:00pm Location of Return: 13 West 15th Edmond, OK Driver's Name: Terrie Silvers Alt Driver's Name: N/A After Hours Contact Phone #: 974-3340 Destination: Tulsa, OK Purpose of Travel: OACUBO Conference Direct Bill Number: DBXK052 VENDOR: ENTREN Enterprise Rent A Car	3.00 DAY	34.7500	104.25
				DISCOUNT: .00 ADDL CHARGES: .00 TOTAL TAXES: .00

Confirmation number must be included on the requisition.

Use the ENTER clause in item text and fill in the required information for your rental.

Do not change this, as it is the required direct bill number for all UCO rentals.

TOTAL : 104.25

If Requisition is less than \$1,500, please explain the reason for not using your Procard. Appropriate circle should be filled in.

Procard Restricted Purchase Vendor does not accept Credit Cards Vendor Contract Requires Purchase Order Other _____

NOTE: A purchase order will not be processed without completing the information requested above.

REQUESTED BY: _____

ACCT. SPONSOR: _____

SIGNATURE: _____

SIGNATURE: _____