

Information

Vehicle Rental

Number

PUR 36 00

Applicability

This policy applies to University Administrators Faculty and Staff

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger, Chief Procurement Officer

Procurement Services - Service Complex

University of Louisville, Louisville, KY 40292

502-852-8223

purchase@louisville.edu

History

Original Date: Unknown

Revision Date(s): July 2, 2018; December 4, 2017; June 27, 2023

Reviewed Date(s): February 14, 2020; June 27, 2023

Categories

Statement:

All vehicles should be rented through the current contract holder for all vehicle rentals under compliance with university travel procedures. Procedures for making reservations can be viewed via the Controller's Office website, [Emerald Club account \(Enterprise/National car rental\)](#).

Related Information:

For any University business vehicle rentals, please visit [Risk Management's Vehicle Use Policy](#) for information regarding insurance.

If renting a 15 passenger van, please review [15 passenger van guidelines](#) on Risk Management's website.

Vehicle rates can be viewed via the link [Vehicle Rates](#).

"Any violation of the vehicle rental policy and procedures may result in the forfeiture of the use of vehicle rentals."

Reasoning:

University established contract.