

**Committee for Public Counsel Services
Administration & Finance**

75 Federal Street – Boston, MA 02110

Phone: (617) 482-6212

Fax: (617) 988-8433

ENTERPRISE CAR RENTAL – APPROVAL FORM

Prior approval is needed before you can reserve the vehicle.

To directly bill to the Committee for Public Counsel Services for an Enterprise Car Rental, please fill-out this form completely and obtain your Supervisor/Manager's approval. Mail the completed form to CPCS - Accounts Payable, along with the Pink Carbon-copy Rental Agreement form once you return the vehicle back to Enterprise.

Employee ID:
Employee Name:
Employee Office Location:
Employee Phone Number:
Employee's Manager/Supervisor Name:
Approximate date(s) of travel:

❖ Please describe the need for this travel:

❖ If requesting to rent a different vehicle class, other than Compact, please state the reason:

Employee Signature _____

Date: _____

Manager/Supervisor Signature _____

Date: _____