

Vehicle Rental Code: _____

FLEET SERVICES

UNIVERSITY OF CALIFORNIA, BERKELEY

VEHICLE RENTAL CODE APPLICATION

A Vehicle Rental Code (or Fleet Code) is a number that may be used to reserve vehicles at specific Enterprise locations in the Bay Area, including 1990 Oxford St (705-8989) and 3001 Shattuck Ave (841-8300). The Vehicle Rental Code acts as a payment method, and is tied to a specific chart of accounts controlled by your department.

To order a Vehicle Rental Code, complete and return both portions of this form to Fleet Services. Please fax the completed portions to 666-2028 or email to fleet@berkeley.edu.

Once Fleet Services has received both portions, a Vehicle Rental Code will be provided. Once this code has been provided, please make sure you write the code both portions.

DEPARTMENT NAME _____

CODE CUSTODIAN
(RESERVES VEHICLES) _____ PHONE _____

E-MAIL ADDRESS _____

ACCOUNT CUSTODIAN
(REVIEWS VEHICLES) _____ PHONE _____

E-MAIL ADDRESS _____

BU	BFS ACCT	FUND	ORG	PROG	PROJ	FLEX
	56639					

SIGNATURE BELOW

1. Authorizes recharge. As of 7/1/2017, rates are \$40 to issue a Vehicle Rental Code, plus a recurring administrative fee of \$6 per month until the code is canceled. Rates are subject to change according to recharge policy.
2. Acknowledges that the department is responsible for the proper use of the Vehicle Rental Code.
3. Assures that the department will exercise proper care in its use.

DEPARTMENT HEAD (SIGN)

DATE

DEPARTMENT HEAD (PRINT)

University of California, Berkeley

Business Services: Fleet Services

Vehicle Rental Code Agreement Form

Vehicle Rental Code

A Vehicle Rental Code (or Fleet Code) is a number that may be used to reserve vehicles at specific Enterprise locations in the Bay Area, including 1990 Oxford St (705-8989) and 3001 Shattuck Ave (841-8300). The Vehicle Rental Code acts as a payment method, and is tied to a specific chart of accounts controlled by your department.

Code Custodian (Required Role... must sign this document)

The Code Custodian assumes responsibility for a Vehicle Rental Code (or Fleet Code). Using the Vehicle Rental Code, the Code Custodian may reserve vehicles on behalf of any appropriate Renter in their unit. Reservations may be placed online via the Blu portal, or by directly contacting a specific Enterprise location.

The Code Custodian shall:

- Ensure the physical security of written copies of the Vehicle Rental Code (for example, in a locked desk drawer)
- Ensure that the Vehicle Rental Code is used only for official University business
- Ensure that the Vehicle Rental Code is used only on behalf of appropriate Renters (described below)
- Ensure that the Vehicle Rental Code is **never** used to rent a 15-passenger van
- Inform Fleet Services of any change of Code Custodian or associated contact information

Additional Code User (Optional Role... must sign this document if your department elects to fill this role)

An Additional Code User has the same responsibilities as the Code Custodian, including the ability to reserve vehicles through the Blu portal.

Renter (Required Role... does **not** need to sign this document)

The Renter is the person whose name appears on the rental agreement. The Renter and any additional drivers must be 18 and over with a valid driver's license. The Renter and additional drivers may be students, staff, or faculty. The Renter and additional drivers may be official department volunteers with prior written acknowledgement of the department head. The Renter is responsible for understanding and adhering to the terms of the rental agreement. When the rental is complete, the Renter must provide the Account Custodian with a copy of the rental agreement and final bill.

Account Custodian (Required Role)

The Account Custodian reconciles charges for vehicle rental activity. The Account Custodian and the Code Custodian should be different people. In addition, the Account Custodian should not be a Renter.

The Account Custodian shall:

- Review the monthly Property Management Statement of Charges to ensure that vehicle rental charges are accurate and appropriate
- Inform Fleet Services of any change of Account Custodian or associated contact information

Agreement

We agree with the responsibilities and guidelines outlined above.

Code Custodian (Sign)

Account Custodian (Sign)

Code Custodian (Print)

Date

Account Custodian (Print)

Date

Additional Code User (Sign)

Additional Code User (Sign)

Additional Code User (Print)

Date

Additional Code User (Print)

Date