

AP Policies and Procedures

FY 2020

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Replaces FY 2019 Manual

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INTRODUCTION

The primary responsibility of the accounts payable/purchasing department is to manage the process of procurement and payment for the goods and services required for the operation of the university. This process must be administered in accordance with stated policies and procedures to assure fiscal responsibility and optimum use of the university's resources. Our strategy for fulfilling this responsibility includes:

- Managing the various functions of the Accounts Payable/Purchasing department through diligent adherence to the AP/Purchasing policies and procedures.
- Working cooperatively with University administrators, faculty and staff to assure that their department requests are processed in both an efficient and timely manner.
- Informing the St. Thomas University ("STU") Community of Accounts Payable/Purchasing policies and procedures to ensure employee compliance.

In order for us to accomplish our responsibilities as described above, we need the support of the STU Community. We ask that all administrators, faculty and staff review this material and make every effort to adhere to the stated policies and procedures. Together we can improve the efficiency of the purchasing and payment process.

If you have any questions or concerns, please contact Margaret Allen at (305) 628-6513, or Jeffrey Trujillo, AP Assistant at (305) 628-6609 for an appointment to discuss your issues. This will assure sufficient time to assist you.

Thank you for your cooperation.

UNIVERSITY FORMS
Description and Purpose

Purchase Orders

The preferred method of payment is the P-Card. However, if the P-Card cannot be utilized, then a Purchase Order or a Blanket P.O. can be issued.

Purchase Order Requisition

- ✓ **A Purchase Order (P.O.) request, (aka Requisition)** - is to be used to order supplies, equipment and services for the University whenever the purchase is for a one-time occurrence and it is not possible to use the P-Card. Only goods or services over \$1,000 should be purchased with a P.O.
- ✓ The designated employee in the Department begins by preparing a Purchase Requisition.

A properly completed Purchase Order Request must include the following:

- ✓ Complete Vendor's name, address, telephone number, and contact person.
- ✓ The General Ledger number with the proper budgetary codes to fit the expense.
- ✓ A clear description of the purchase, including the item number (reference number) when available. Attach all supporting documentation for the purchase.
- ✓ The purchase price and quantity, which should be extended to each total line. Please remember to include any shipping and handling charges. In cases where the exact cost is not available, an estimated cost will suffice. If there is no check needed with the order, there is no need to attach backup documentation, unless it is needed for clarity's sake.
- ✓ The signature of the Budget Manager. The completed form is forwarded to the Department Head and the Budget manager for review of the items requested, the GL coding, and to verify sufficient funds are available.

It is the responsibility of the originating department to obtain the lowest possible price for the item or service. For items over \$1,000 bids must be available for review. If help is needed, please contact the Purchasing Department, Ext 6513 or 6609.

- ✓ The AP Department will verify GL coding, signatures and funds availability.
- ✓ If funding is not available, the Purchase Request will be returned to the originating department.
- ✓ Please do not attach any budget transfers to your Purchase Order Request, as these forms must go directly to the University Financial Analyst for processing.
- ✓ To ensure that funds will be available to process your request, if possible wait three business days after submitting a budget transfer to Accounting before forwarding any requests from that budget line.
- ✓ Upon receipt of the invoice, please ensure the PO / BPO number is recorded correctly on the invoice. To complete payment, the invoice must be stamped with the Payment Approval Stamp and signed to verify receipt of goods or services then forwarded to the Accounts Payable Office for payment in 30 days from invoice date. If the department is missing a stamp the words OK to Pay, with date and signature will also serve to corroborate delivery.

The printed Purchase Order will be scanned to the requesting Department. It is the responsibility of the initiating departments to forward the Purchase Order to the vendors and place their orders. The Purchase Order should arrive in five business days as long as the request was properly completed and funds were available.

Orders for any items that have been approved by OIT, (computers, printers, software, etc); will be placed by that office.

- ✓ **Purchase Orders requested from Federal Grant Funds** – suppliers will be verified through the government Excluded Parties List System then forwarded to the Grants Accountant or Accounting Manager for approval before the Purchase Order is issued.
- ✓ **A Blanket Purchase Order** – If the P-Card cannot be used, then a Blanket Purchase Order is to be used for the encumbrance of an annual amount of funds for a Vendor when there are recurring charges for the same General Ledger code and Vendor.
- ✓ A Blanket Purchase Order is preferred over a single purchase order request. This will cut down on both the paperwork required and will enable you to order items when you need them with only one request. When invoices are received, the originating Department should reference the correct Blanket Purchase Order number on the invoice, signoff on the Payment Approval Stamp and submit the invoice to the Accounts Payable Department for payment.

- ✓ Please forward all packing slips bills of lading and delivery receipts to AP. Should you receive an original invoice, please verify that the PO/BPO is referenced and use the payment approval stamp supplied by your department. Do not forget to complete and sign the stamped form.
- ✓
- ✓ Please do not withhold invoices; forward the approved invoices to AP upon receipt to avoid delaying payment to the vendor.
- ✓ Vendors are paid 30 days from the invoice date. Please do not make any other payment arrangements before consulting with AP.

- ✓ **Invoices to be paid from Federal Grant Funds** will be forwarded to the Grants Accountant or Accounting Manager before payment is issued

Emergency Purchase Orders – While we would like for everyone to follow the normal process for obtaining a purchase order, we understand that on rare occasions an expedited process must take place. Examples of occasions when emergency purchase orders will be issued include times when:

- ✓ Classes or student services will be interrupted.
- ✓ The health or safety of the community, employees or students of the University will be endangered if there is a delay in resolution of the situation.
- ✓ An immediate repair would reduce the risk of a more extensive repair.
- ✓ Upon determining that a legitimate emergency exists, an emergency Purchase Order number will be assigned, after the proper authorization signatures are obtained by the department.
- ✓ The requesting department will immediately forward the Requisition to the Accounts Payable Department. A Purchase Order number will be assigned, and the department will then pass that information to the vendor.

Remember! Prior to seeking a rush check or Purchase Order inquire if the vendor will accept the University Visa Card! The Dean/Assistant Dean of each school and college is in possession of a University Visa Card which can be accessed when necessary.

Check Disbursement Request

This form should be used in the following instances:

1. When a Vendor will not accept our P-Card or the use of a Purchase Order to complete a request.
2. For personal reimbursements and should be submitted along with a travel expense form if travel is involved, membership dues, periodicals and subscriptions.
3. To pay an invoice when a PO/BPO has NOT been issued
4. To prepay registration fees, hotel and other travel expenses; be sure proper backup is attached.
 - a. Completed registration form
 - b. Conference information
 - c. Hotel quote

A properly completed Check Disbursement Request must include:

- ✓ The date the form is filled out
- ✓ Complete Vendor's name, address, telephone number, and contact person. If this is a new vendor we have not used before, you may be requested to obtain a W9 form with the Employer Identification Number for verification of tax status.
- ✓ The date payment is needed recorded under Special Handling Instructions, (Note our normal terms are 30 days after the invoice date)
 - **Please note that the University pays 30 days from the invoice date. All requests for payments outside of this 30 day period must be submitted to the Accounts Payable Office 7 business days prior to the once a week Friday check run.**
- ✓ A short description of the purchase or service with the invoice number and amount due.

- ✓ Proper supporting documentation is essential in processing your request. The originating department will need to attach an original invoice stating the exact amount to be paid. Use of the Payment Approval Stamp or the notation “ok to pay” and a date and signature to verify receipt of goods/services is required on all invoices submitted to the Accounts Payable Department. The University will only pay from original invoices (or in the case of prepayments, from original quotations).
- ✓ The signatures of the Requester and Budget Manager are required, and must be dated in the space provided to avoid delay in processing the request.
 - Remember to verify funds are available and that the GL # matches the payment purpose: travel, supplies, dues, etc.
 - If monies are not available in a fund 1 account, (the actual University budget), the request will be honored, however you must process a budget transfer to make up for the shortage.
 - Payment/PO requests for funds 2 and 6 without monies available cannot be entered and will be returned to the department unprocessed. Any other payment arrangements must be coordinated with the Controller's Office.
- ✓ **Check Disbursement Requests from Federal Grant Funds** – vendors/payees will be verified through the government Excluded Parties List System then forwarded to the Grants Accountant or Accounting Manager for approval before the payment is issued.
- ✓ **Invoices/reimbursements to be paid from Federal Grant Funds** will be forwarded to the Grants Accountant or Accounting Manager before payment is issued
- ✓ Please note: **all contracts for financial commitments must be signed by the VP of Administration prior to being submitted to AP.**

Please note: our Fiscal Year runs from July 1 2019 to June 30 2020. Payments made in FY 20 for events travel, memberships, subscriptions etc that do not take effect until the next fiscal year will be paid as usual but expensed from the prepaid budget line so they may be recorded in the correct fiscal year.

1099 Vendor Check Request

This form of payment is used to pay individuals who are not employees of St Thomas University (independent contractors).

Taxes are not deducted from an independent contractor's check. The employer also does not have to pay payroll taxes, the minimum wage or overtime, comply with other wage and hour law requirements such as providing meal periods and rest breaks, or reimburse workers for business expenses incurred in performing their jobs. Additionally, the employer does not have to cover independent contractors under workers' compensation insurance, and is not liable for payments under unemployment insurance, disability insurance, or social security.

- ✓ It is the independent contractor's own responsibility to file income taxes with the IRS each year and to pay taxes at that time.
- ✓ Prior to payment, these requests are to be submitted to the Payroll Department for approval. This is to ensure that the individuals being paid are not employees of St. Thomas University.

1099 Vendor Payments

On occasion it is necessary to process payments for individuals who have provided a service to the University and are independent contractors, meaning they are neither University employees nor registered as a business. In order to process payment the following forms must be submitted:

- ✓ 1099 Check Request
- ✓ A completed, signed W-9 Form reflecting the individual's social security number and current address
- ✓ An invoice, contract, or agreement for services, and a description of the services to be performed.
- ✓ The GL object (middle) coding for independent contractor payments is "46000". As always, please be sure you have funds available prior to submitting your payment request.

Note: Because the potential liabilities and penalties are significant if an individual is treated as an independent contractor and later found to be an employee, each working relationship should be thoroughly researched and analyzed before it is established.

Employee vs. Independent Contractor

Employee

- STU controls the work done and the manner and means in which it is performed
- Paid through Payroll System
- Paid by the hour for a wage or by time period for a salary.
- STU withholds taxes and matches Social Security and Medicare deductions
- Provided STU benefits
- Protected by wage and hour law requirements (i.e. minimum wage, rest breaks, etc.)
- Continuous relationship with employer
- Submits W-4 form (filing status and number of exemptions) to Payroll
- Receives W-2 form from STU for filing with the IRS

Independent Contractor

- STU controls only the resulting work, not the means or method by which work is performed.
- Paid through Accounts Payable System
- Generally paid by flat fee for the job
- STU does not withhold taxes
- Employed to perform specific project – short term relationship
- Submits W-9 form (reflecting Social Security number and current address)
- Received 1099-MISC form for filing with the IRS (for annual earnings of \$600 or more)
- Concurrence of Payroll Manager needed for Independent Contractor classification

**FORMS MAY BE FOUND ON THE STU WEBSITE UNDER FACULTY/STAFF. THEN
UNDER TOOLS YOU WILL SEE STAFF FORMS**

RESTRICTED PURCHASES:

PRINTING:

IN ADDITION TO PRINTING BUSINESS CARDS, OUR MAIL/DUPLICATING CENTER IS PRINTING LETTERHEADS, LETTERHEAD AND CATALOG ENVELOPES, NOTE CARDS, THANK YOU CARDS, INSIDE BANNERS AND BROCHURES. BEFORE OUTSOURCING *ANY* JOB, PLEASE CONTACT MARK ROGERS EXT 6545 TO SEE IF THE CENTER CAN HELP YOU.

ALL PRINTING EXCEPTIONS MUST BE APPROVED BY THE VP FOR ADMINISTRATION/CHIEF FINANCIAL OFFICER PRIOR TO PLACING THE PRINT ORDER. A WRITTEN RESPONSE FROM THE DIRECTOR OF THE MAIL/COPY CENTER MUST BE PROVIDED WITH THE REQUEST EXPLAINING WHY IT CANNOT BE DONE IN HOUSE AND MUST BE OUTSOURCED.

Any PO requests or invoices for printing must have these two approvals before being submitted to the AP Office.

For Internal printing needs, the logo can be downloaded from the STU web site.

All business card orders must be pre-approved by the Human Resources department.

PHONE/COMPUTER/SOFTWARE/PRINTER PURCHASE

All phones and phone equipment, computer equipment and software must be purchased through the OIT Department. A budget transfer to OIT for the cost of the equipment is required before the purchase.

COMPUTERS, COMPUTER PERIPHERALS, AND ANY ITEM PURCHASED OVER \$1,000 ARE CONSIDERED CAPITAL PURCHASES AND ARE NOT TO BE CHARGED TO THE SUPPLY LINE IN YOUR BUDGETS, BUT MUST COME FROM THE 61000 LINE.

PLEASE CONTACT THE CHIEF INFORMATION OFFICER CONCERNING ANY PRINTER PURCHASES.

Furniture/Equipment Purchase

No furniture or equipment over the amount of \$500 may be purchased without the written consent of the Finance Office. 3 bids must be available for comparison and justification submitted before the decision to purchase is granted. This stipulation is in effect whether the purchase is made by P Card, Check, or Purchase Order.

Office Supplies

St Thomas University now has an exclusive contract with Staples Advantage. Employees are required to purchase office supplies from the online site and payment is tendered at the time of order through the department's P Card. *Any office supplies purchased out of pocket will be considered to be either a personal purchase, or a donation to the University. The University will not reimburse out of pocket expenditures for items such as office supplies, furniture, etc.*

Office supplies are to be ordered exclusively through Staples online at <http://www.staplesadvantage.com> and can only be placed by the designated departmental user. Supplies are delivered the next business day when the order is placed by 4pm.

- ✓ **No food, coffee/ coffee supplies, or over the counter medicinal items may be purchased.**

Coffee/Tea Supplies

- ✓ All orders for coffee, tea, and related supplies are to be placed with Canteen of Compass Group USA, 305 624-5100 and may not be purchased from another source. **Purchase of food items is prohibited.** For more detail please contact the AP Office.
- ✓ **On-Campus Catering:**
Any events catered on campus must be provided by Metz or the Einstein Brothers located on campus. Reminder: food purchases where only employees are present such as working lunches; departmental meetings or dinners are not allowed.
- ✓ **Alcohol served at on campus events:**
✓ Any events on campus that include alcoholic beverages must have prior approval from the VP of Administration Office and must be served by Metz staff. Arrangements must be made in advance with Metz and there will be a fee for the service. Any alcohol purchased for catering or meals must be expensed to the GL object code 56705

SALES TAX

The University is a tax-exempt 501 © (3) organization and therefore no sales tax should be incurred with any expense/purchase. If assistance is needed with any vendor concerning our tax-exempt status, or a copy of our tax-exempt certificate is needed, please contact the Accounts Payable Department at 628-6513/6609.

Please refrain from making any out of pocket purchases whenever possible so that we can take advantage of our tax exempt status.

All grant purchases must be tax free as grants will not reimburse St. Thomas for taxes paid. Any out of pocket purchases made with grant funds and submitted for reimbursement will have taxes deducted from the total.

TRAVEL REIMBURSEMENT POLICIES:

Use of Personal Funds for Travel on University Business

OPTIONS:

Each division has access to a University Visa card: this department card can be used to cover registration fees, airline tickets, and room charges. If for any reason the department P Card is unavailable, a check can be printed to cover room and registration expenses, as long as the properly completed forms and backup are received in AP 7 business days before the regularly scheduled Friday check run.. Should you find it necessary to purchase airline tickets on your own for University related travel, or pay a registration fee out of pocket, please be aware that you will be reimbursed for these charges after the trip has taken place.

We advise against use of personal funds whenever possible. If payment is made by University check or P card we would not have to pay taxes on the purchase resulting in a cost savings to the University.

To be considered for reimbursement, check requests must be submitted within 30 days of the expense or event. Explanation for the expense must be attached: for example conference information showing dates, city etc. Original receipts are required.

Any employee with a P Card must use the card to cover expenses when traveling and for miscellaneous purchases. We will not reimburse for hotel, airfare, meals, etc when the traveler is in possession of a University Visa card.

Reimbursements \$25 or less are to be done through petty cash at the Business Office. The original receipts and an approved check disbursement form with the budget number and appropriate signatures are required.

- ✓ Employee reimbursements are issued weekly:
 - All employees receiving their paychecks by direct deposit will be receiving their reimbursements (over \$25) via ACH to the account on file with Human Resources
 - Employees not enrolled in direct deposit will receive their reimbursement by check sent via Interoffice Mail.

- ✓ If an expense is paid by check either a copy of the cancelled check, a statement showing the check was paid by the issuing bank, or a screen print from the bank showing the check has cleared must accompany the reimbursement.
- ✓ If the expense is paid by personal credit /debit card, either a copy of the statement showing the completed charge or a screen print from the card company showing the paid transaction must accompany the reimbursement
- ✓ Only the actual out of pocket cost is eligible for reimbursement. Personal credits such as rewards points etc. will not be included in the reimbursement amount.
- ✓ All items purchased for the University must be shipped directly to the University address. Proof of receipt must be available upon request and the items must be accessible on campus.
- ✓ No employee can approve his/her own reimbursement requests. All requests for reimbursement must have the approval of the employee's immediate supervisor and the original receipts attached to be processed.
- ✓ Funds must be available in the General Ledger.
- ✓ Remember to complete the form for Actual Travel Expenses for all travel-related reimbursements with the appropriate approvals and budget number to be charged.

REQUIREMENTS:

- ✓ **Business Purpose-** Travel receipts must include the business purpose of the trip.
- ✓ **Receipts-** Itemized hotel and meal receipts must be included: the credit card receipt alone is not sufficient.
- ✓ Taxi or limousine fares over \$15 require original receipts.
- ✓ Ferry fares, bridge, road and tunnel tolls over \$5 require original receipts.
- ✓ Storage and parking fees over \$5 require original receipts.
- ✓ Out of pocket expenses over \$5 per day require original receipts. If it is impossible to obtain a receipt, for such services as housekeeping, bellman, parking meter, etc., an itemized account will suffice.
- ✓ Mileage is reimbursed at the IRS prescribed rate per mile whenever an employee's car is used for University business. For FY 2020 the rate is 58 cents per mile.

- ✓ A MapQuest, Google maps or other proof of mileage must accompany all mileage reimbursement requests.
- ✓ All Grant Employees will be reimbursed up to the amount allowed by the grant although it may be less than the IRS rate honored by the University.
- ✓ The University Address is considered to be the origination point for all mileage occurring on work days: weekends and holidays the employee's home address should be used. If a rental car is used, gas receipts shall be submitted for reimbursement in place of mileage. We do not reimburse for both gas and mileage.
- ✓ Traffic violations are not considered reimbursable expenses. All violations, including parking tickets and speeding tickets, are the responsibility of the driver, not the University.
- ✓ Itemized receipts for rental of motor vehicles and gasoline purchased are required.

Meal Reimbursement:

Meals are reimbursable only when there is an overnight stay involved

- ✓ **Meals** where only employees of the University are present (e.g. lunches to discuss departmental business) are prohibited on the P-Card and are not reimbursable in accordance with University Policy.
- ✓ **Meals** are reimbursable for the traveler only. Should the request include additional individuals a notation is required on the receipt as to the business purpose of the meal and the persons in attendance, along with their STU affiliation. The itemized receipt from the restaurant should be included; the credit card slip alone is not sufficient.
- ✓ **Meals** – Expenditures for meals while traveling should be reasonable and will not be reimbursed if there is no overnight stay involved.
- ✓ **Itemized meal receipts** are required for reimbursement. The amount to be reimbursed will be limited to the maximum allowed by the IRS for the particular geographical location. For per diem rate go to www.gsa.gov and click on the per diem rate located under Travel Resources
- ✓ All meal gratuities will be reimbursed at the standard 15%-20%.

Liquor – Expenses appearing on receipts related to travel must be reasonable in relationship to the meal amount. The purchase of alcohol alone without a meal will not be reimbursed.

- *Any alcohol purchased either singularly (for events) or as part of a meal must be coded separately to the 56705 object code, (alcohol expense/entertainment). No liquor may be purchased/reimbursed with Federal Grant Funds!!!!!!*

HOTEL EXPENSES:

- ✓ If necessary, the University will prepay the hotel expenses by check if the traveler does not have access to a P Card or is unable to pay with personal funds for later reimbursement. The check will be made payable to the hotel. Printed confirmation of the hotel stay showing the rate, traveler's name, length of stay and the total amount due for lodging is required. Meals will be the traveler's responsibility for later reimbursement. Purpose of the trip must be provided: conference brochure, etc.
- ✓ University policy dictates that employees keep lodging expense reasonable and customary based on the geographical destination of the business trip. Receipts are required.
- ✓ Movies, health clubs etc. are personal expenses and will not be reimbursed.
- ✓ Dry cleaning will not be reimbursed unless the trip exceeds one week.
- ✓ Any meals appearing on the hotel bill as charged to the room should be shown on the expense report as any other meals, and are subject to the University's Policy.
- ✓ Itemized receipts are required.
- ✓ Communication expenses, (telephone, fax, postage) should be reasonable. No International long distance (unless for a business purpose)

Airfare:

- ✓ Employees booking airfare are encouraged to seek the best possible coach fare from all possible sources.
- ✓ Whenever possible, non- refundable tickets are to be purchased well in advance of the trip.

- ✓ Under no circumstances will the University pay for First/Business class.
- ✓ No personal side trips may be taken that increase the cost of the airline ticket.
- ✓ The University will not reimburse an employee for utilizing frequent flyer miles. Personal and business travel must be kept separate; credit vouchers for personal trips that have been cancelled may not be utilized for business trips to be submitted for later reimbursement.
 - ✓ If a traveler chooses to drive to an out-of-state destination in lieu of flying, reimbursement will be paid up to the cost of an average round trip coach airfare **booked at least seven (7) days in advance of departure date**. A full itinerary listing the flight date, destination and amount of the ticket(s) must be attached to the reimbursement request.
 - Or
 - ✓ The University will reimburse for a rental car and gas charges with original itemized receipts

NON REIMBURSABLE ITEMS

MEALS FOR STU EMPLOYEES ONLY

- ✓ LUNCH/DINNER DISCUSSIONS
- ✓ OFFICE PARTIES, (CHRISTMAS, ETC)
- ✓ EMPLOYEE FAREWELL
- ✓

GIFTS/FLOWERS

- ✓ BIRTHDAYS
- ✓ WEDDINGS
- ✓ BABY SHOWERS
- ✓ PROMOTIONS
- ✓ SECRETARY'S DAY
- ✓ CHRISTMAS
- ✓ FAREWELL GIFTS
- ✓ EMPLOYEE APPRECIATION/ANNIVERSARY GIFTS (INCLUDING GIFT CARDS)

MISCELLANEOUS:

- ✓ FOOD ITEMS FOR OFFICE
- ✓ OFFICE SUPPLIES
- ✓ **ALCOHOL WITH FEDERAL GRANT FUNDS**
- ✓ **TAXES WILL BE DEDUCTED WHEN GRANT FUNDS ARE INVOLVED**

GUIDELINES FOR FEDERAL GRANTS

Purchase Orders

- ✓ **Purchase Orders requested from Federal Grant Funds** – suppliers will be verified through the government Excluded Parties List System then forwarded to the Grants Accountant or Accounting Manager for approval before the Purchase Order is issued
- ✓ **Check Disbursement Requests from Federal Grant Funds** – vendors/payees will be verified through the government Excluded Parties List System then forwarded to the Grants Accountant or Accounting Manager for approval before the payment is issued.
- ✓ **Invoices/reimbursements to be paid from Federal Grant Funds** will be forwarded to the Grants Accountant or Accounting Manager before payment is issued to ensure compliance with approved and allowable expenses of granting agency.
- ✓ **All grant purchases must be tax free** as grants will not reimburse St. Thomas for taxes paid. Any out of pocket purchases made with grant funds and submitted for reimbursement will have taxes deducted from the total.
- ✓ **Mileage reimbursement requests:** must be accompanied by a MapQuest Google map or other proof of mileage. All Grant Employees will be reimbursed up to the amount allowed by the grant although it may be less than the IRS rate honored by the University.
- ✓ **No liquor may be purchased/reimbursed with Federal Grant Funds!!!!!!**

All other University policies/procedures apply as well

Car Rental (for Business and Personal Travel)

Effective October 1, 2015, National Car Rental/ Enterprise Rent-A-Car is our approved care rental provider. The partnership offers travelers both airport as well as neighborhood locations that can be utilized for business and personal travel. Other highlights:

- Over 450 locations (National and Enterprise)
- Complimentary “We’ll Pick You Up” service
- Unlimited miles
- Show your Emerald Club number at the counter and you will get a choice of car with National Car Rental at the airports
- Roadside Assistance is included in the rate

To book your reservation today please follow the St Thomas University booking link below:

https://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=41R1665

Frequent renters may sign up for the complimentary Emerald Club program (Note – You will need a credit card, (for personal travel) or P Card (STU business only) to join. Emerald Club members receive credit for both National and Enterprise rentals along with a list of many additional membership returns.

To begin booking your reservation you must first become a member of the Emerald Club: once you are a member you can follow the prompts to make your reservation.

To enroll into Emerald Club please click on the following link, enrollment takes less two minutes to complete: <https://www.nationalcar.com/offer/41R1665>

- **New Emerald Club members** – New Emerald Club members will need to enroll. Please make sure you have your P Card number and/or credit card number available at time of enrollment for input.
- **Existing Emerald Club members** - If you’re already an existing member of the Emerald Club, please email our local representative Rachel.V.Cockburn@ehi.com your member # and she will have the discount number put into your profile. You will need to update your profile with a P / credit Card number for future rental charges.
- **Status Match** – If you have elevated status with Avis loyalty program you can receive a status-match into the equivalent tier in the Emerald Club. If you’d like to seek a status match please email our local representative Rachel.V.Cockburn@ehi.com your Emerald Club # (once received) and she will assist you with this.
- **Car Rental for Employees without a PCard** – As an option, if the department head wishes, the University P Card can be billed by Enterprise/National for employees traveling on University business. Please fill out the form provided so that Enterprise/National can create a billing number attached to the department P Card.

Rental Car Insurance While Traveling on University Business

An individual renting a vehicle with Enterprise or National, for University business, is not required to provide the University's liability insurance – insurance is covered in the rental fee. It is also recommended that you **always** use a University P-Card to pay for the vehicle rental when traveling on University business, so that it provides physical damage coverage under the Archdiocese self-insured program as your secondary liability coverage provider.

When renting a vehicle in another country, outside of the United States, it is **required** to purchase the insurance option.

In the event of an accident, employees are to contact the Associate HR Director at (305) 628-6514 and/or Associate Director of Risk Management, Environmental Compliance & Emergency Management at (305) 628-6648, immediately.

**** Reminder: The ADOM does not permit the rental and use of 13 or 15 passenger vans.**

Enterprise Contact Info:



Rachel Cockburn

Sales Executive
Business Rental Department
Office: 954-354-5127
Cell: 954-612-5909
Efax: 954-337-9261

Rachel.V.Cockburn@ehi.com



5105 Johnson Rd
Coconut Creek, Fl. 33073
enterpriseholdings.com



For Immediate Assistance

Receipts/Rate Inquiries: To request a past receipt or billing dispute, please email: ADRSOUTHEASTATLANTIC@EHI.COM

Emerald Club Member Services: 1-800-962-7070

Rental Extensions: Please submit email requests to: extensions@ehi.com (Please be sure to include the rental agreement number, traveler name, new return date/time, and location.)

To book, cancel, or confirm reservations, please utilize the numbers below:
Enterprise Reservations: 1-800-736-8222 or Enterprise.com
National Reservations: 1-877-222-9058 or Nationalcar.com

Claims/Accidents: To check the status, please call 866-300-3239 or email DRU1@ehi.com

Citation or Toll related situations: send request to: dcitations@erac.com

You can use the following links to obtain toll receipts: <http://www.htallc.com/tollpass>