



**Effective September 1, 2020 - Rentals from Enterprise**

1. Process a requisition – ONE per rental Vendor **#14895** Enterprise Holding, Inc DBA EAN Holdings, LLC
2. Requisition must include:
  - A. Renters name & phone number (driver must be 25 or older)
  - B. Date & time of rental pick up and return
  - C. Type of vehicle required
  - D. Location pick up

**Choose one of the following locations for the rental**

Waco I-35 (closed Sundays) <a href="mailto:Danielle.k.Davenport@EHI.com">Danielle.k.Davenport@EHI.com</a>	1601 Jack Kultgen Frwy.	254.714.1131	Fax - 254.714.1123
Waco <a href="mailto:Joe.E.Garza@EHI.com">Joe.E.Garza@EHI.com</a>	4401 W. Waco Dr	254.776.2050	Fax - 254.776.2095
HWY 6 & Bagby (Mon.-Fri. only) <a href="mailto:Jacob.Z.Ury@EHI.com">Jacob.Z.Ury@EHI.com</a>	5753 Bagby Ave	254.666.9591	Fax – No Fax
Waco Regional Airport (extra fee for airport pick up)	7909 Karl May Dr	254.755.8324	Fax - 254.756.1842

3. Once the Purchase Order has been processed – The purchase order will be returned to the Campus/Department requesting the rental.
4. Campus/Department will then contact the rental location with the information on the Purchase Order via phone call, fax, or email. (If rental pickup is out of state, complete steps one & two Purchasing will set up the rental for you.)
5. For speedy check in, **call the location ahead of time for confirmation & for reservation number.**
6. Give employee a copy of the purchase order to take with them to pick up the vehicle, they must take their Driver’s License with them.
7. Upon trip return, attach all rental paperwork/information/receipts to the receiving copy of the purchase order – please remember to sign and date. Return to Accounts Payable Department.

Current Price List Attached

Mary Kay Hopper-Miller, Purchasing Supervisor

Midway Independent School District | 13885 Woodway Drive | Woodway, Texas 76712 | 254.761.5612



Price List

Car Type	Enterprise/National	
	Daily	Weekly
Standard	\$37.00	\$222.00
Compact	\$35.00	\$210.00
Economy	\$35.00	\$210.00
Intermediate	\$37.00	\$222.00
Full-size	\$39.00	\$234.00
Minivan	\$52.00	\$312.00
Passenger Van	\$94.00	\$564.00
Small SUV	\$56.00	\$336.00
Medium SUV	\$56.00	\$336.00
Premium SUV	\$99.00	\$594.00

Additional Vehicle Type Texas Rates for All Locations within Texas

	Enterprise/National		
	Daily	Weekly	Monthly
Premium Car	\$42.00	\$252.00	N/A
Luxury	\$60.00	\$360.00	N/A
Cargo Van	\$55.00	\$330.00	N/A
Mini Cargo Van	\$55.00	\$330.00	N/A
High Top CargoVan	\$69.00	\$379.00	N/A
Large SUV	\$89.00	\$534.00	N/A
Premium SUV	\$99.00	\$594.00	N/A
Small Truck	\$55.00	\$330.00	N/A
Large Truck	\$60.00	\$360.00	N/A

Please note these are the daily/weekly rates and they do not cover local County, MVR, & VLF taxes & fees per day.

Rates are not for private use!

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