



# New School University

## Request Form for Avis Authorized Representative Charge Card

Purchasing

212-229-5323 (phone) 212-229-5322 (fax)

Today's Date \_\_\_\_\_

Traveler's Name \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Date of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_

Location of where rental car will be picked up  New York City  Other \_\_\_\_\_

Department \_\_\_\_\_ Office Phone w/Extension \_\_\_\_\_

FOAP(s) to be Charged \_\_\_\_\_

Date \_\_\_\_\_ Dean's Signature \_\_\_\_\_

-----  
**INSTRUCTIONS:**

- 1) Complete all the requested information above and have it approved by your Director or Dean. Please note that requestor's cannot approve this form for themselves.
- 2) Hand-deliver or fax this form to Purchasing at least one week prior to departure. You will be contacted by telephone when the card is ready for pick-up.
- 3) Call Avis at 1-800-331-1212 to reserve your car. Give them our discount code (B049000) and inform them of any discount coupons you may have.
- 4) Within two weeks of your return, have your itinerary and receipts approved by your Director or Dean. Return the Avis card and all supporting documentation to Purchasing.

Card Picked up by \_\_\_\_\_ Date \_\_\_\_\_

Card Returned by \_\_\_\_\_ Date \_\_\_\_\_

Authorized Itinerary and Receipts Attached?  Yes  No