Request Form for Avis Credit Card
Treasurer’s Office / Purchasing Dept.

80 Fifth Ave., Room 803
(212)229-5323 (phone) (212)229-1827 (fax)

Select one:
☐ New Card
☐ Temporary Card.

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 ______________________________ Extension _________________________

Budget Number to be Charged________________________________________________________________________

Date ________________________________ Dean’s Signature ______________________________________

Instructions
1. Complete all the requested information above and have it approved by your Department Head or Dean.
2. Hand-deliver or fax this form to Purchasing at least one week prior to departure. You will be contacted via e-mail when this card is ready for pick-up.
3. Call Avis at 1-800-331-1212 to reserve your car. Remember to give them our discount code (B049000) and let them know if you have any discount coupons.
4. Within two weeks of your return, have your itinerary and receipts approved by your Department Head or Dean. If you have an authorized rep card, return the card and all supporting documentation to Purchasing Dept./ Room 803.
5. If you have an individual credit card, send all supporting documentation to Patty Reidy in Accounts Payable.

Card Picked up by _________________________________ Date _________________________________

Card Returned by _________________________________ Date _________________________________