



This document outlines the procedures and instructions for authorization to charge UVic Scotiabank Visa card for auto rentals from a UVic-designated Auto Rental Agency that has a Standing Agreement (AGR) with UVic.

Note: B.C. Provincial Government or CAUBO daily rates apply to UVic reservations. This form, when completed and signed by an authorized UVic Account Holder or Delegate and a Purchasing Officer, will authorize the Auto Rental Agent to apply charges to UVic's Scotiabank Visa card for a designated and authorized UVic traveler. The form is invalid unless all fields (underlined spaces) are completed. The form may not be used for UVic faculty, or staff (employee) auto rentals.

Instructions for Use:

- 1.** A UVic Faculty or Department contact phones the chosen Auto Rental Agency bearing in mind that the preferred Auto Rental Agencies listed on purchasing website should be contacted first for best rates. You should obtain a confirmation/reservation number, the name of the Auto Rental Agency contact (representative), and their fax number and include it on the form.
- 2.** All fields on the form are to be completed; otherwise, the form/authorization will be deemed VOID.
- 3.** FAX a copy of the form to Purchasing Services at 8327 upon obtaining a reservation confirmation number and completion of the form.

Once approved by Purchasing, Purchasing will fax this form to the designated Auto Rental Agency you have listed as approval to charge UVic's Scotiabank Visa card. Payments will be made using Purchasing Services' Scotiabank Visa card, with charges reallocated to accounts as detailed on each respective authorization/form.

The charge will appear on Purchasing's Visa card monthly Cardholder Statement and will be reallocated to your account (as it appears on the Reservation and Authorization Form) when processed by the Auto Rental Agency.

UVic Purchasing Services will establish preferred daily rates, including insurance Loss Damage Waiver (LDW) rates, at selected and designated Auto Rental Agencies to accommodate UVic auto rental requirements.

Departments and Faculty can use these procedures and processes to make reservations and arrange auto rentals **without requiring a Web Requisition (WR) or a Purchase Order (PO)**.