



## Butler Auto Rental

FAX: 301-746-8748

### TAX EXEMPT RENTAL

770 Dennett Road • Oakland, Maryland 21550

Telephone: 301-334-8900 • <http://www.gcps.net>

Supervisor Name/Title

Date

Phone

Permission is granted for  to rent a vehicle.  
(Employee Name/Location)

Reason/Meeting:

Pick Up Date & Time:

Return Date & Time:

Number of People:

Special Requests:

Distribution Number:

Approving Signature:

Date:

**This RENTAL FORM grants Butler Auto Rental permission to bill the Board of Education's Account for the above services. If you have any questions, please contact the supervisor listed above.**

#### Important:

1. Please send the following to FINANCE to facilitate payment to Enterprise:
  - a. The original, approved, and coded fax transmittal.
  - b. A copy of the signed Field Trip Form or Professional Leave Form.
  - c. The pink copy of the signed Rental Agreement that you receive at the beginning of your trip.
2. The approving signature is to be signed by the administrator in charge of distribution number.
3. Cancellations of rental cars need to be completed by the individual renting the car. If Enterprise does not receive the cancellation in time, the individual renting the car may personally be responsible for those charges.
4. Please do not take the gas or insurance option.
5. Only GCPS employees may drive the vehicle. Vehicles should be picked up after **4:00 pm** and should be returned no later than **9:00 am** the next business day after usage (GCPS may be charged for an extra day).
6. **The individual renting the car may be held personally responsible for additional charges.**

Copy: Finance Office Employee Supervisor Fax – Butler Auto Rental

Revised 08/2017