

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 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:

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.

All fields on the form are to be completed; otherwise the form/authorization will be deemed VOID.

FAX a copy of the form to Purchasing Services at 8327 upon obtaining a reservation confirmation number and completion of the form.