

DATE: October 6, 2015

TO: Agency Addressed (No. 07, 2015-2016)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: RENTAL CAR STATE TERM CONTRACT (ENTERPRISE/NATIONAL)

Enterprise Rent-a-Car offers a direct billing account option that requires a Purchasing Card for an account that will produce automatic payments. At this time, the Department of Financial Services (DFS) will require state agencies to only use the MyFloridaMarketPlace (MFMP) or FLAIR voucher payment process, and not use the direct billing option through a Purchasing Card.

In addition to this requirement, state agencies need to consider the following internal controls:

- Purchasing Cards should be issued in the name of an agency employee; otherwise, the agency loses the right to dispute transactions and the ability to assess disciplinary actions.
- Cardholders should not use their Purchasing Cards to pay for the expenses of others, unless the cardholder is assigned the role of Internal Travel Agent.
- Agencies may only use Internal Travel Agents if the agency has a policy in place that has been approved by DFS' Statewide Purchasing Card Administrator's Office.
- Cardholders should review invoices and authorize their cards to be charged; purchasing cards should not be automatically charged without prior authorization by the cardholder.
- Receipts must meet the requirements included in the Reference Guide for State Expenditures.

Please contact the Statewide Purchasing Card Administrator's Office at PCardReporting@MyFloridaCFO.com or (850) 413-5512 if you have any questions.