Dear Travel Customer,

The following are recommendations for completing the Global Electronic Billing Terms of agreement for Avis:

- Authorizing signature on the “Officer of Company Signature” line is the PCard holder agreeing to the use of their USF-issued PCard. That is consistent with the prior treatment for Enterprise/National.
- Cardholders provide only the last four digits of their PCard on the form and provide a phone number in the e-mail while sending the form. An account representative will follow up to complete a phone verification to safeguard the PCard account number. That also is consistent with the prior treatment with Enterprise/National.
- Business use renters must not accept any optional coverages; these coverages are included in the contracted rate for business use rentals.

If you have any questions, please contact the Travel Help Desk at travelhelp@usf.edu.

Sheraine Araujo
Assistant Controller
University Controller’s Office, Payment Services - Travel
University of South Florida
4202 E Fowler Ave, ALN147, Tampa FL 33620
813-974-5672
sheraine@usf.edu
http://www.usf.edu/business-finance/controller/payment-services/