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**STATE OF OKLAHOMA
OFFICE OF STATE FINANCE
DEPARTMENT OF CENTRAL SERVICES**

PROCUREMENT INFORMATION MEMORANDUM 11-10

TO: All Certified Procurement Officers
DATE: October 20, 2011
SUBJECT: SW771, Rental Vehicle Procedures, (90 Days or Less)

VEHICLE RENTAL PAYMENT PROCEDURES:

Options for payment for rental vehicles and associated fuel:

1. **State Issued P-Cards (SW101)**, may be used for Auto Leasing, (SW771), to pay for the rental vehicles and the cost of fuel if the rental company refills the tank and puts the charges on your invoice. The cost of fuel is a negotiated component of the SW771 contract. The P-Card cannot be used to pay for fuel at the pump or for fuel refill by any other rental company.
2. **Comdata Fuel Only Cards, (SW101)**, may be used to purchase fuel at the pump only. DCS Fleet Management issues pin numbers for Comdata cards.
3. **Purchase Orders** may also be used to pay for the rental vehicle and associated fuel if the rental company refills the tank with fuel and adds it to your invoice.
4. **State Employee Expense Reimbursement** is another option to pay for the rental car and fuel out of your own pocket and then submit the expenses for reimbursement.

PURCHASE OF INSURANCE FOR RENTAL VEHICLES

State employees traveling anywhere on state business—in the State, outside of the State, or in a foreign country—who rent vehicles:

1. Statewide Vehicle Rental Contract SW771. When using this contract to rent vehicles, it is not necessary to purchase any type of insurance.
2. When it is not possible to rent through Contract SW771 and an alternate rental agency must be used, you must purchase vehicle physical damage insurance from that rental company (CDW or LDW).

"SERVICE, QUALITY, INTEGRITY"

3. Do not purchase any type of liability Insurance under any circumstance—purchasing such coverage may increase the State’s liability. The Risk Management Division provides liability coverage for the State and its employees under various programs.

Any State employee involved in any type of accident with a third party should contact the Risk Management Division (405-521-4999) as soon as possible and provide details of the accident.

Enterprise leasing, (SW771) should be your first choice for vehicle rental anywhere in the United States at contract rates. If you do not have an account number, contact the Enterprise representative, at PH#405-641-8399. They will issue an account number that can be used in Oklahoma or outside of the State.

Enterprise contract rates are not guaranteed outside of the United States.

TAXES AND FEES APPLICABLE TO SW771 VEHICLE RENTAL AGREEMENT:

1. Oklahoma rentals, (not at an airport), (contract Price plus, 6% vehicle rental tax)
2. Outside Oklahoma rentals, (not at an airport), (contract price plus, other State’s taxes)
3. Airport rentals in Oklahoma, (contract price plus, 6% vehicle rental tax, plus airport fees which vary between airports).
4. Airport rentals outside Oklahoma, (contract price plus, other State’s taxes, plus airport fees which vary between airports).

Point of contact for this PIM is:
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Scott Schlotthauer



State Purchasing Director