2014 Region 6 Off-Road Vehicle Rentals

**\*\*Vehicles under Blanket Purchase Agreement with EAN Holdings LLC dba Enterprise Rent-a-Car** – DOES NOT include vehicles arranged through GovTrip with individual travel cards, which are reimbursed via travel voucher.

# PAYMENT PACKET COVER SHEET

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| REMIT COMPLETED PACKET TO: R6 Fire & Aviation Contracting Team  Redmond Air Center  Attn: Rental Car Invoices  1740 SE Ochoco Way  Redmond, OR 97756 | **DISPATCHING OFFICE & PHONE #:** |
| **RENTER** (name on rental agreement) **& PHONE #:** |
| **RENTAL AGREEMENT REFERENCE #** (example: 5K910V)**:** |
| **VEHICLE LICENSE #, MAKE & MODEL:** |

**□ PACKET TO REMAIN WITH RENTED VEHICLE** (envelope in glove box)

**□ PROVIDE COPY OF DOCUMENTATION TO EACH INCIDENT** (Finance or Dispatch)

**□ NOTIFY ENTERPRISE OF REASSIGNMENT(S):** RENTED FROM: OR: (503)-913-3188 , WA: (425) 941-5045, ID: (208) 941-1547

**□ TRACK USE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **INCIDENT NAME** | **INCIDENT NUMBER**  (ex: OR-DEF-000146) | **EQUIPMENT REQUEST #**  (E# - on resource order) | **START DATE ON INCIDENT** | **END DATE ON INCIDENT** | **PAY CODE**  (on resource order) |
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**□ ATTACH SUPPORTING DOCUMENTS**

**\_\_\_ Resource Order(s)** (for vehicle – E#)

**\_\_\_ Copy of Rental Agreement**

**\_\_\_ Copy of Inspection** (by rental agency)

**\_\_\_ Shift Tickets** (showing 1st/last day per incident)

**\_\_\_ Emergency Equipment – Use Invoice(s), OF-286** (if provided)

**\_\_\_ Documentation of Damage** (if any)

Questions? Contact FACT: (541) 504-7394

A copy of this page, as well as the BPA and guide for use, can be found on the FACT website: <http://www.fs.usda.gov/goto/r6/workingtogether/contracting/fact>