

# 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

**REMIT COMPLETED PACKET TO:**

R6 Fire & Aviation Contracting Team  
 Redmond Air Center  
 Attn: Rental Car Invoices  
 1740 SE Ochoco Way  
 Redmond, OR 97756

<b>DISPATCHING OFFICE &amp; PHONE #:</b>
<b>RENTER</b> (name on rental agreement) <b>&amp; PHONE #:</b>
<b>RENTAL AGREEMENT REFERENCE #</b> (example: 5K910V):
<b>VEHICLE LICENSE #, MAKE &amp; MODEL:</b>

- 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) 421-6508, WA: (425) 941-5045, ID: (208) 941-1547
- TRACK USE:**

INCIDENT NAME	INCIDENT NUMBER <small>(ex: OR-DEF-000146)</small>	EQUIPMENT REQUEST # <small>(E# - on resource order)</small>	START DATE ON INCIDENT	END DATE ON INCIDENT	PAY CODE <small>(on resource order)</small>

**ATTACH SUPPORTING DOCUMENTS**

- Resource Order(s)** (for vehicle – E#)
- Copy of Rental Agreement**
- Copy of Inspection** (by rental agency)
- Shift Tickets** (showing 1<sup>st</sup>/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/detail/r6/workingtogether/contracting/?cid=fsbdev2\\_027111](http://www.fs.usda.gov/detail/r6/workingtogether/contracting/?cid=fsbdev2_027111)