

Ordering Instructions

Statewide Contract (optional use by agencies)

CMA 0212 CRENTAL20B

Nationwide Vehicle Rental Services – The Hertz Corporation

STATE AGENCIES: Ordering Requirements – Spending Unit (s) may issue a wvOASIS Agency Delivery Order (ADO) to the Hertz Corporation vehicle rental location only in instances where the charge for the rental car will not be tied to an individual travel reimbursement. If the charge for the rental vehicle is tied to an individual traveler who will be entering a travel reimbursement, an ADO should not be created. In this instance, the charge for the rental vehicle will be reconciled through the travel reimbursement process. Non-wvOASIS agencies should order using appropriate agency ordering procedures.

Special Instructions – This discount is available nationally at any Hertz Corporation vehicle rental location.

Approvals Required – None

Agency and/or Vendor Contact Information:

The Hertz Corporation
Kevin Knorr, Director of Government Sales
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Nadika Perera, Government Program Administrator
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Type of Delivery Order – An ADO should only be created in wvOASIS when the vehicle rental will not be tied to an individual travel reimbursement. If the vehicle rental will not be tied to an individual travel reimbursement, an ADO may be created in wvOASIS with the appropriate documentation attached.

How to submit the completed order to the Vendor – When an ADO is appropriate, assemble document, print and submit the ADO to the vendor. When an ADO is not an appropriate method for ordering, contact the Vendor directly and reserve the vehicle using the Pcard, referring to the State of WV User Code to secure the correct rate.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.