



**University of Central Florida
Finance & Accounting
Procedures Document
AVIS Wizard Numbers(Campus-Wide)**

Purpose of Procedure:	To Obtain an Avis Wizard #
Who Processes:	Department
How often:	As Needed
What is Processed:	PCard holder requests an AVIS Wizard Number be assigned to their PCard
Where are the results distributed:	To Travel Payables
Date:	5/1/06
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Overview: A Wizard # is for a department card holder to make reservations for those travelers (employees and non-employees) who do not have a UCF PCard. A number is not needed for a traveler who has a UCF PCard as they can use their card at the AVIS counter.

Procedure Description:

- The PCard holder requests a wizard # by e-mailing TRAVELFA@MAIL.UCF.EDU giving the name as it is on the card.
- Travel e-mails AVIS a request to assign a wizard # to the PCard
- Upon notification from AVIS, travel e-mails the card holder the # assigned.

Once a card has been canceled it cannot be used with the wizard number since AVIS verifies the status of the card each time.