



University of Central Florida Finance & Accounting Procedures Document Enterprise Billing Numbers (Campus-Wide)

Purpose of Procedure:	To Obtain an Enterprise Billing #
Who Processes:	Department
How often:	As Needed
What is Processed:	PCard holder requests an Enterprise Billing Number be assigned to their PCard
Where are the results distributed:	To Travel Payables
Date:	2/22/2016
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Overview: An Enterprise Electronic Billing # 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 Enterprise counter.

Procedure Description:

- The PCard holder requests an Enterprise Electronic Billing # by e-mailing the completed Electronic Billing Agreement, located on the F&A website under forms. ([click here](#)) to TRAVELFA@MAIL.UCF.EDU .
- Travel e-mails Enterprise a request to assign an electronic billing # to the PCard
- Within 3 business days you will receive a call from Enterprise confirming your PCard details.
- After confirmation of your PCard details you will receive your unique ID via email and can begin booking rentals.

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