



**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:	06/12/17
Author:	Travel Payable, F&A

**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](mailto: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.

**Note:** Please keep the electronic billing number safe to avoid fraudulent charges.

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.