



**University of Missouri – Enterprise Holdings One Card Billing Account Application**

To establish or update an existing Enterprise Holdings, Inc. Billing Account

**Account Action Required**

Division / Campus		Request		Email		Travel Coordinator	
UM System Office		Update/Create Account/Billing Number:	Yes <input type="checkbox"/>	I would like to receive electronic receipts for transactions on my account.	Yes <input type="checkbox"/>	I will be reserving vehicles for other people	Yes <input type="checkbox"/>
MU - Columbia			Existing Account/Billing #:		_____		No <input type="checkbox"/>
MST - Rolla							
UMSL - St. Louis							
UMKC - Kansas City							
MU Healthcare							

Billing numbers allow the attachment of One Cards to the UM System rental program. If you already have a billing number attached to one of the Division/Campus accounts listed above EHI will update your existing billing number. If you do not have an existing billing number attached to a Division/Campus account a billing number will be created for you based on the Division / Campus selected above.

Contact Person		Today's Date	
Department Name		Phone Number	
Address		City, State, Zip Code	
Last four digits of the One Card to be used for rental charges (You will be contacted by EHI's Credit Department for the remaining card info.)		Expiration Date	
Name as it appears on One Card		Email Address	

Please allow 5-7 business days for processing.

**One Card Billing:** Customer hereby authorizes Enterprise to process any charge in any way incurred by Customer in connection with the Agreement ("Charge") against the One Card listed herein, or as may be modified from time to time as further described herein. Charges are associated with Customer's rentals of vehicles reserved by using the customer number assigned by Enterprise to Customer as set forth in the Agreement. It is Customer's obligation to safeguard the customer number assigned to it in order to avoid Charges by individuals not authorized by Customer to charge the One Card.

The payment of a Charge by use of a One Card is governed by the terms of Customer's agreement with the card issuer; however Customer agrees to notify Enterprise and work with Enterprise to resolve any and all disputes regarding any Charge rather than utilize its chargeback rights through its card issuer with respect to all Charges. In the event a chargeback is made to the One Card for a Charge, Customer shall remit payment for the Charge in full by check to Enterprise within three (3) business days of notification by Enterprise. During the Term of the Agreement, Customer shall immediately provide Enterprise with another One Card number if the One Card is lost, stolen or invalidated. In the event Customer provides Enterprise with another One Card number, this Addendum shall be amended to provide the One Card Information set forth below. Customer agrees to immediately notify Enterprise of any cancellation of the One Card or other modification of it privileges attendant thereto which would affect the ability of Enterprise to process Charges as set forth herein.

\_\_\_\_\_, \_\_\_\_\_  
 (Signature- Card Holder) (Title) (Date)

To Submit: Scan and email to [joshua.m.lambert@ehi.com](mailto:joshua.m.lambert@ehi.com) or print and fax to 855-237-0893

**Personal Use Disclaimer:** In accordance with the University's Business Policy, all purchases made with the One Card must be for official university business or travel. Cardholders or Travel Arrangers may not make non-University travel arrangements with the One Card. Any employee who fails to use the One Card properly or abuses the use shall be subject to cardholder penalties and may be subject to personnel disciplinary action, as outlined in university business policy.