

U-Save/Best Rent A Car State of SC Contract 44000011782

****Note:** This contract started out under the business name of U-Save, however, has since changed their name to Rent A Car. When you rent a car, the transaction will show up with the vendor name: "Cash Car Rental."

Departmental Procedures

You may submit your reservation request by phone or email. If email is used to set up a reservation, please DO NOT email personal information or credit card information. U-Save will contact the department to obtain the necessary information including credit card info and driver's license info.

Basic Information to Complete a Reservation via Email or Phone

1. Renter name
2. Type of car requested
3. Dates of travel
4. Time of departure and return
5. Destination
6. Renter's or contact's phone number

Email address: Rockhill@bestrac.net
Phone number: 803.328.2453

Intermediate daily rate:	\$ 39.76
Intermediate weekly rate:	\$197.60
Full size sedan daily rate:	\$ 47.90
Full size sedan weekly rate:	\$238.08
7 passenger minivan daily rate:	\$ 51.52
7 passenger weekly rate:	\$256.05
15 passenger van daily rate:	\$ 85.12
15 passenger weekly rate:	\$423.05

How to pick up and return car rentals

All rental vehicles will be delivered to campus and parked in the Facilities Management parking lot on Columbia Avenue. Keys and rental contracts will be delivered to staff/faculty member or the administrative assistant's office before the time of departure. All vehicles are delivered with a full tank of gas and expected to be returned full. If the vehicle is returned with less fuel, there will be a refueling charge based on the pump price for mid-grade fuel.

Upon return to campus, all rental vehicles are to be parked in the same parking lot in front of Facilities Management. Keys are to be placed in the drop box (the silver metal box that is attached to the brick wall) in front of the Facilities Management main entrance. Please note that if you are returning to campus later than expected (during normal business hours), please contact the U-Save office at 803-328-2453 to give an estimated time of arrival back to campus so U-Save can make the appropriate arrangements to get the rental vehicle picked up. Once the vehicle has been picked up, U-Save will email a final receipt.

Cars can also be picked up at the U-Save office located at 515 N Anderson Rd., Rock Hill, SC. If the renter wishes to leave his/her car at U-Save's location, there is available parking.