



MSU Department Billing Account for Enterprise

MSU Billing Accounts are used when the employee renting a car doesn't have a purchasing card in their name. Payments for rentals must be in the driver's name or on a Billing Account. The billing account is tied to the purchasing card listed on this application. If a department purchasing card is used for this application, the person who is listed on the purchasing card application is responsible for all charges from Enterprise tied to this billing account.

DEPARTMENT DETAILS

Department Name: \_\_\_\_\_ Org Number: \_\_\_\_\_

New: [ ] Change: [ ]

Name as it Appears on Card: \_\_\_\_\_

Responsible Party:

Required if cardholder's name is the department name

First 5 digits of Card Number: \_\_\_\_\_

Last 4 Digits of Card Number: \_\_\_\_\_

Name of Contact: (please print) \_\_\_\_\_

Phone Number of Contact: (270) 809- \_\_\_\_\_

E-mail Address of Contact: \_\_\_\_\_ @murraystate.edu

Card Expiration Date: \_\_\_\_\_

SIGNATURES

\_\_\_\_\_  
Cardholder or Responsible Party Date: / /

\_\_\_\_\_  
Financial Manager of FOAPAL Date: / /

Please route this form to Accounting & Financial Services, 200 Sparks Hall

- It will take 5-7 days to set up a billing account with Enterprise.
Enterprise will call the person listed on this application to get the middle digits of the credit card and any other credit card information needed before processing the billing account.
If the cardholder or responsible party changes, please complete a new BA Application, and notify Accounting and Financial Services at (270) 809-4126 or sjennings@murraystate.edu.

Accounting Use Only

\_\_\_\_\_  
Date: / /  
Manager, Grants & Contracts, if applicable

Enterprise BA #: \_\_\_\_\_

\_\_\_\_\_  
Date: / /  
Assistant Director, General Accounting

\_\_\_\_\_  
Date: / /  
Director, Accounting

Sent to Enterprise: Date: / /