
Middle Tennessee State University Car Rentals Business Use

Booking Rentals through Enterprise and National

The link to the Business Use Car and Truck Rental can be found in Pipeline under the Employee Resources Section.

Employee Resources

- AppReview
- Argos
- BDM
- Cayuse
- Chrome River
- Compliance Assist - Assessment Management System
- Dynamic Forms
- EAB Navigate
- Enterprise Business-Use Car and Truck Rental

PLEASE NOTE:

1. Do not “Sign In/Join” with your Plus or Emerald Club Account. That will tie the reservation to your personal information instead of MTSU.
2. Do not remove the Corporate Account “Middle Tennessee State University” – this is the tie to the account number.



Corporate Account Number ⓘ

MIDDLE TENNESSEE STATE UNIVERSITY | X

3. Change the answer to the Billing question to **“Yes”**
 - a. You must call Procurement at (615) 898-2944 or Accounts Payable (615) 898-2174 to obtain the Billing Number.
 - b. You must have the index # of the department that will be charged.
4. Do not use a Foundation (9xxxxx) Index Number.
 - a. Only State and Grant index numbers can be used for car rentals.