

University of New Mexico Vehicle Rental Procedures

(Revised March 2019)

The University of New Mexico (UNM) Automotive Center provides 11-passenger vans for rental by UNM departments and sanctioned student organizations. All drivers, or potential drivers, are required to possess a valid driver's license as well as a UNM Defensive Driving certificate available through the UNM Safety & Risk Services. Copies of these must be provided to the Automotive Center at the time the vehicle is picked up.

Vehicles may be reserved up to a year in advance. At the time of reservation, a valid department index number must be provided to reserve the vehicle. If a reservation is not canceled within 24 hours of the reservation date, the department will be charged for a one-day rental. All charges for use of the vehicle, including rental charges, fuel usage, and any damages to the vehicle, will be applied to the department index provided. Charges cannot be split into separate indexes.

Making the Reservation – Call 277-1133 or 277-6816

The following information will be required at the time of reservation:

1. Department requesting the rental
2. Organization code
3. Index number for charges
4. Contact name, phone number(s) and e-mail address
5. Rental dates
6. Name(s) of those who will be operating the vehicle

Prior to Pick-up

1. UNM Departments must provide a completed purchase requisition after they receive rental confirmation. The Purchase Requisition Forms (PR) are obtained from UNM Purchasing in the UNM Business Office at Lomas Avenue and University Boulevard.
2. The number of rental days and cost per day must be included on the PR.
3. On the PR, fuel costs are estimated, or "as needed."

Pick-up

1. Vehicle pick up times are between 8 a.m. and 5 p.m. Monday through Friday, excluding University holidays.
2. Vehicles are picked up at and returned to the UNM Automotive Center (Bldg. 216) on Tucker Ave., just east of University Blvd.
3. Copies of valid driver's licenses and Defensive Driving certificates of all vehicle operators, including the person picking up the vehicle, must be provided.
4. Inspect the vehicle with the Automotive Center employee and note any damages and ensure the fuel tank is full.

Fuel

1. UNM fuel cards will be provided at department request. Save all receipts and note the mileage at the time of fueling on the receipt.
2. Departments renting for a week or more must e-mail fuel receipts to the Rental Manager one day after purchase.

Drop off

1. Vehicles are to be returned to the UNM Automotive Center.
2. If vehicles are returned after hours, please park the vehicle along the north fence line. Do not leave the vehicle at the fuel pumps or under the covering.
3. Secure the vehicle and place the keys, fuel cards, and any receipts in the "Mail" key return slot located south of the main entrance door on the west side of the facility.

Payment

1. The index number provided when the reservation was made will be invoiced the following month.
2. There is a discount if vehicles are rented for seven consecutive days.

If you have any further questions or would like to make a reservation please call 277-1133 or 277-6816.