



Channel Islands

CALIFORNIA STATE UNIVERSITY

DIVISION OF FINANCE & ADMINISTRATION

Police & Parking Services



Procedure to Open Departmental Zipcar Accounts:

1. Designated Departmental Account Administrator will complete and return the Zipcar Departmental Account Request Form found at <http://www.csuci.edu/parking/zipcar.htm> to the CI Zipcar Administrator at Police and Parking Services Customer Service in Placer Hall.
2. CI Zipcar Administrator will:
 - a. Contact Procurement Travel Coordinator for CIT numbers for individual Departmental Account Zipcar drivers.
 - b. Submit information to Zipcar to create departmental account.
 - c. Return final completed form to Departmental Account Administrator with e-mail/log-in and password information.
 - d. E-mail each new departmental driver with link to enroll in departmental account.
 - e. Send a copy of the final completed Zipcar Departmental Account Request Form to Procurement/Accounts Payable for processing payment for account.
3. Designated Departmental Account Administrator will approve all drivers enrolled in departmental account and will be responsible for monitoring account activity.
4. Accounts Payable will assign CIT numbers and pay Zipcar invoices upon receipt.
5. Individual Drivers on Departmental Accounts will:
 - a. Enroll in departmental account via link provided by CI Zipcar Administrator as directed.
 - b. Will complete Zipcar vs Personal Car Use Cost Analysis form (found at <http://www.csuci.edu/parking/>) as prescribed by their department.
 - c. Will complete Travel Authorization paperwork as prescribed by their department.
 - d. Start Zipping!