



Channel Islands  
CALIFORNIA STATE UNIVERSITY

**DIVISION OF BUSINESS & FINANCIAL AFFAIRS**  
Public Safety

## **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 Procurement Travel Coordinator.
  - a. Procurement Travel Coordinator will return the Zipcar Departmental Account Request Form with the CIT numbers and/or the Pro Card Travel Account number to the Designated Departmental Account Administrator.
  - b. Designated Departmental Account Administrator will go to [www.zipcar/csuci](http://www.zipcar/csuci) to create departmental account. The link is located on the right hand side.
  - c. Designated Departmental Account Administrator will approve all drivers enrolled in departmental account and will be responsible for monitoring account activity including revocation of membership for any staff or faculty member that has separated from the university.
2. **Individual Drivers on Departmental Accounts** will:
  - a. Enroll in departmental account via link [www.zipcar/csuci](http://www.zipcar/csuci).
  - b. Will complete Travel Authorization paperwork as prescribed by their department.
  - c. Start Zipping!