**Issuing Orders for the Private Use Of Hired Vehicles**

* Please be advised that no Purchase Orders may be issued for the private use of a hired vehicle, be that Budget, Avis, Europcar etc.
* When requesting a vehicle from a supplier you may request that the Rhodes University Rates apply to you as a staff member if the company is our current contracted supplier.
* You must use your own credit card to pay for the use of the vehicle.
* Rhodes University Insurance does not cover the private use of the vehicle.