



Hertz/State of Missouri GCC P-Card Billing Program

Hertz Contacts

- Pat Hawn – Account Manager
 - 314-264-7375 (office)
 - 314-363-6841 (cell)
 - phawn@hertz.com
- Sue Harrison – Account Service Rep
 - 314-264-7371 (office)
 - sharrison@hertz.com
- First Choice Customer Services
 - 800-220-2261
 - firstchoicestlouis@hertz.com

Step One

Identify your Agencies/Offices

- Look through your Department list and identify the CDP #'s (their unique identification numbers) for each of the Agencies/Offices that you oversee.
- This will allow us to run reporting specific to each Agency/Office.

(see file *CDP Breakouts for State of MO v2 w-CDPs*)

Step Two

Complete the GCC/PCard Billing Letter

- Copy and paste the lower portion of the letter name “*GCC P-Card Program Letter 2010*” onto your Agency/Office letterhead.
- Fill in the relevant information for your PCard(s).
- If your PCard is used for multiple Agencies/Offices, type out a separate list of each CDP that this PCard will be used for.
- Fax the completed form and CDP List (if needed) to 866-215-3421 or email to phawn@hertz.com.
- You will be assigned a confidential billing number.

Step Three

Booking a Rental

