



CLUB QUARTERS

University of Pennsylvania
Purchasing Card Authorization Form

How to Use This Form:

- **Make your reservation with Club Quarters Member Services and provide them the purchasing card number as the reservation guarantee.**
- **Then you need to send this form so that Club Quarters knows to charge this card rather than ask the traveler for payment.**
- **Complete this form and fax to (212) 391-5525.**

**Please fax this to Club Quarters Member Services @ (212) 391-5525
49 W. 45th Street, 8th Floor, New York, NY 10036 (Phone #: 212-575-0006)**

Date: _____

I authorize Club Quarters to charge my University of Pennsylvania Purchasing Card for charges accrued by guest(s) at Club Quarters - Philadelphia.

Name on Penn Purchasing Card: _____

Purchasing Card Cardholder Title: _____

Cardholder Department: _____

Cardholder Phone #: _____

Cardholder Fax #: _____

Cardholder E-Mail Address: _____

Purchasing Card Number: _____

Purchasing Card Expiration Date: _____

Authorized Signature of Purchasing
Card Cardholder: _____

_____ Room and Tax Only

_____ All charges (including meals and incidentals)

Name of Guest: _____

Reservation #: _____

Arrival Date: _____

Departure Date: _____

Note: A copy of the front and back of the Purchasing Card used for this reservation must accompany the reservation form.

Check here if you want Club Quarters to keep your Purchasing Card information on file for future reservations.

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