

**University of Pennsylvania**  
**Purchasing Card Authorization Form**

**When paying the lodging expenses for guests with a Penn Purchasing Card, you need to fill out this form and fax it to CQ so that Club Quarters knows not to charge the credit card provided by the visitor.**

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 complete and fax this form to CQ so that Club Quarters knows to charge the credit card on file rather than ask the traveler for payment.

**Please fax this form to Club Quarters Member Services in New York @ 203- 348- 6401. Or scan the form and email to [directbilling@clubquarters.com](mailto:directbilling@clubquarters.com).**

Date: \_\_\_\_\_

I authorize Club Quarters to charge my Penn Purchasing Card for charges accrued by guest(s) at Club Quarters in Philadelphia.

Name on Penn Purchasing card: \_\_\_\_\_

Purchasing Card Cardholder Title: \_\_\_\_\_

Cardholder Department: \_\_\_\_\_

Cardholder Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cardholder Email address: \_\_\_\_\_

Purchasing Card # \_\_\_\_\_ Exp. \_\_\_\_\_

Authorized Signature of Cardholder \_\_\_\_\_

\_\_\_\_\_ **Room and Tax Only**

\_\_\_\_\_ **All charges (including meals and incidentals) \***

**Name of Guest:** \_\_\_\_\_ **Reservation #** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_ **Departure date:** \_\_\_\_\_

**Name of Guest:** \_\_\_\_\_ **Reservation #** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_ **Departure date:** \_\_\_\_\_

*\* If you expect the charges to exceed the authorized amount on your card, be sure to get your limit raised by contacting Mark West, Purchasing Card Administrator at [mkwest@upenn.edu](mailto:mkwest@upenn.edu).*

**A FRONT & BACK COPY OF THIS PURCHASING CARD SHOULD ACCOMPANY THIS FORM**

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