

UNIVERSITY OF PENNSYLVANIA

INN AT PENN AUTHORIZATION PROCEDURES

- Make reservations/arrangements directly with the **INN AT PENN at (215) 222-0200.**
- If this is a catering and/or conference function, you will receive a letter detailing the services to be provided.
- Complete the INN AT PENN AUTHORIZATION form and, if this is a catering or conference function, please sign the services' agreement letter.
- Send the embossed and signed authorization to:

**INN AT PENN EXECUTIVE OFFICES
SANSOM COMMON
3600 SANSOM STREET
PHILADELPHIA, PA 19104**

- If this is a catering and/or conference function, you must **ALSO** send the signed service's agreement letter to the above address.
- After stay/event, the INN AT PENN will:
 - Send a statement to the responsible department
 - Charge your account via a journal entry.
- Compare the statement to the charge on your account.

If there are any questions regarding the charges on your statement, please contact the INN AT PENN at **(215) 222-0200.**

If it is correct, just file the statement. The transaction is completed.

NOTE: It is not necessary to send copies of this form to the Comptroller's Office. Also, the services' agreement letter does not require a signature from the Purchasing Office.

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