

UNIVERSITY OF PENNSYLVANIA

PENN TOWER HOTEL AUTHORIZATION

PHONE NUMBER: (215) 387-8333

FAX NUMBER: 9215) 386-8306

PART I. RESERVATION INFORMATION

NAME OF GUEST OR GROUP:	
PURPOSE OF STAY OR EVENT:	
RESERVATION MADE BY:	EXT.:
RESERVATION CONFIRMED BY:	DATE: (MM/DD/YYYY)

PART II. SLEEPING ROOMS

ARRIVAL DATE: (MM/DD/YYYY)	DEPARTURE DATE: (MM/DD/YYYY)	ROOM RATE:	# OF ROOMS:
ROOM TYPE: <input type="checkbox"/> SINGLE <input type="checkbox"/> DOUBLE <input type="checkbox"/> TRIPLE <input type="checkbox"/> QUAD <input type="checkbox"/> SUITE			
CHARGES TO BE BILLED TO DEPARTMENT: <input type="checkbox"/> ROOM & TAX <input type="checkbox"/> PARKING <input type="checkbox"/> MEALS <input type="checkbox"/> ALL OTHER INCIDENTALS			
UNDERSTANDING THAT INDIVIDUAL ARRANGEMENTS ARE SUBJECT TO LAST MINUTE CHANGES, WE ... <input type="checkbox"/> AUTHORIZE BILLING OF ACTUAL DAYS STAYED <input type="checkbox"/> DO NOT AUTHORIZE BILLING DAYS OTHER THAN ABOVE			

PART IV. ACCOUNTING INFORMATION

26 DIGIT ACCOUNT NUMBER (# of digits in each segment)							ESTIMATED COST:
CNAC (3)	ORG (4)	BC (1)	FUND (6)	OBJ (4)	PROG (4)	CREF (4)	

PART V. APPROVALS

EMBOSSED IDENTIFICATION:	SIGNATURE OF BUDGET ADMINISTRATOR:		
	PLEASE TYPE NAME OF BUDGET ADMINISTRATOR:		
DEPARTMENT NAME:	DEPARTMENT ADDRESS:	TEL. EXT.:	DATE: (MM/DD/YYYY)

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## **PENN TOWER HOTEL AUTHORIZATION PROCEDURES**

- Make reservations/arrangements directly with the **PENN TOWER HOTEL at (215) 387-8333** and ask for Reservations.
- Complete the PENN TOWER HOTEL AUTHORIZATION form.
- Send the embossed and signed authorization form prior to stay/event to:

**PENN TOWER HOTEL BUSINESS OFFICE  
34<sup>th</sup> & CIVIC CENTER BLVD.  
PHILADELPHIA, PA 19104-4385**

Faxed copy can be sent to 215-386-8306 to hold reservation only. Keep a copy for your files.

- After stay/event, PENN TOWER HOTEL 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 PENN TOWER HOTEL business office **at 215-387-8333 ext 7189**.

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.**