

# Hotel Procedure

- Phone hotel to reserve room and get a confirmation number. Ask if they will direct bill the school district.
- Complete purchase requisition (list confirmation number, conference title, and date(s) of hotel stay) If the hotel will direct bill, make requisition payable to the hotel. IF NOT, make requisition payable to Purchasing Card.
- Give purchase requisition to office secretary for principal signature and APSCN entry
- Employee will receive “employee copy” of approved Purchase Order signed by the superintendent
- Employee will phone the hotel and give them the Purchase Order number and ask for room and tax only to be direct billed to the district. If they do not direct bill ask if school needs to complete credit card authorization.