# UNIVERSITY OF PENNSYLVANIA

## SHERATON UNIVERSITY CITY HOTEL AUTHORIZATION

**PHONE NUMBER: (215) 387-8000 FAX NUMBER: (215) 387-5939**

### 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:$194 + 15.5% tax | # OF ROOMS:  |
| ROOM TYPE:**[ ]**  SINGLE **[ ]**  DOUBLE **[ ]**  TRIPLE **[ ]**  QUAD **[ ]**  SUITE |
| CHARGES TO BE BILLED TO DEPARTMENT:**[ ]** ROOM & TAX**[ ]** PARKING**[ ]** MEALS**[ ]** ALL OTHER INCIDENTALS |
| UNDERSTANDING THAT INDIVIDUAL ARRANGEMENTS **[ ]** AUTHORIZE BILLING OF**[ ]** DO NOT AUTHORIZE BILLINGARE SUBJECT TO LAST MINUTE CHANGES, WE … ACTUAL DAYS STAYED DAYS OTHER THAN ABOVE |

#### PART III. CATERING/FUNCTION

|  |  |
| --- | --- |
| DATE OF FUNCTION: (MM/DD/YYYY) | # OF ATTENDEES:  |
| LOCATION OF FUNCTION:  |
| TYPE OF FUNCTION:**[ ]** BREAKFAST**[ ]** LUNCH**[ ]** DINNER**[ ]** MEETING |

FOR CATERING AND CONFERENCE FUNCTIONS, A LETTER DETAILING THE SERVICES TO BE PROVIDED WILL BE SENT TO YOU. PLEASE SIGN THIS LETTER AND RETURN TO THE SHERATON UNIVERSITY HOTEL AS SOON AS POSSIBLE.

#### 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:Ian Semmler or Jerel Wohl or Dallas Grundy |
| DEPARTMENT NAME:Law School | DEPARTMENT ADDRESS:3501 Sansom Street | TEL. EXT.:3-6938 | DATE: (MM/DD/YYYY) |

**UNIVERISTY OF PENNSYLVANIA**