

## Hotel Reservation Procedure

The Administrative Assistant for the Department/College needing accommodations will

- a. Make arrangements for the hotel reservation for the person/persons coming to Lander. Request corporate rates from hotel when available (room rates should include all taxes). Inform hotel to send bill to:

Lander University  
Procurement Services  
CPO Box 6023  
320 Stanley Ave.  
Greenwood, SC 29649.

- b. Specify number of nights and if the room should be smoking or non smoking. Specify king or double beds.
- c. Inform the hotel that the person/persons are not allowed to charge any food, phone calls, or personal charges to the room. The University will only pay for the hotel room, no other charges.
- d. Complete a Purchase Requisition. **Requisition must include:**
  - Visitor's name**
  - Hotel contact person**
  - Hotel confirmation number**
  - Check-in date**
  - Number of nights**
  - Number of rooms**
- e. Submit completed Requisition for the hotel room to Procurement Services.

**Procurement Services will guarantee your reservation by calling the hotel with the Purchase Order Number.**