**Hotel Accommodations Purchase Order Template**

Purchaser Information:

[Name of School/Institution]

[Address]

[Phone number]

[Email address]

Reservation Details:

[Dates of Check-in and Check-out]

[Type and # of rooms needed by Date:

|  |  |  |  |
| --- | --- | --- | --- |
| 2023 | Date: | Date: |  |
| King |  |  |  |
| Double Queen |  |  |  |

Billing Instructions: [Name of contact person at school for billing]

[Email address for billing]

[Billing address (if different from school address)]

Purchase Order #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Please return this form with purchase order, applicable tax-exempt documentation and detailed rooming list. Questions? Victoria.basquez@ohospitalitymanagement.com