

University of Pennsylvania
Purchasing Card Authorization Form

When paying the lodging expenses for guests with a Penn Purchasing Card, you need to fill out this form and fax it to CQ so that Club Quarters knows not to charge the credit card provided by the visitor.

How to use this form:

- Make your reservation with Club Quarters Member Services and provide them the purchasing card number as the reservation guarantee.
- Then you need to complete and fax this form to CQ so that Club Quarters knows to charge the credit card on file rather than ask the traveler for payment.

Please fax this form to Club Quarters Member Services in New York @ 203- 348- 6401. Or scan the form and email to directbilling@clubquarters.com.

Date: _____

I authorize Club Quarters to charge my Penn Purchasing Card for charges accrued by guest(s) at Club Quarters in Philadelphia.

Name on Penn Purchasing card: _____

Purchasing Card Cardholder Title: _____

Cardholder Department: _____

Cardholder Phone #: _____ Fax #: _____

Cardholder Email address: _____

Purchasing Card # _____ Exp. _____

Authorized Signature of Cardholder _____

_____ **Room and Tax Only**

_____ **All charges (including meals and incidentals) ***

Name of Guest: _____ **Reservation #** _____

Arrival Date: _____ **Departure date:** _____

Name of Guest: _____ **Reservation #** _____

Arrival Date: _____ **Departure date:** _____

** If you expect the charges to exceed the authorized amount on your card, be sure to get your limit raised by contacting the Purchasing Card Administrator at purchasingcardsupport@upenn.edu*

A FRONT & BACK COPY OF THIS PURCHASING CARD SHOULD ACCOMPANY THIS FORM

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