

Procurement and Contracts Process Guidance

Hotel Lodging Agreements for Athletic Events and Group Travel

Organizations coordinating group travel for students are to process travel authorizations per policy in Chrome River. Once travel authorizations are approved, departments may engage with hotels for lodging agreements.

All agreements are reviewed for legal sufficiency and signed by Procurement and Contracts. The following processes apply for hotel agreements.

A. Payment with University P-Card (SPCC or Travel Card):

1. Process Travel Authorization in Chrome River
2. Forward Lodging Agreement to Procurement and Contracts via email
3. Procurement and Contracts will review. If there are no objectional terms and conditions, Procurement and Contracts will sign and return to vendor and department via DocuSign. Any edits will be redlined and returned to the department.
4. Lodging Agreement will be scanned into Cobblestone for future reference.
5. Department will pay hotel using University credit card. Personal credit cards are not to be used.
6. Reconciliation is done in Chrome River following standard processes.

*Please note that employees outside of Procurement and Contracts are not authorized to enter into or sign lodging agreements.

**Do not enter transactions paid with credit card into eVA

B. Lodging agreements (Contracted Direct Bills)

1. Attach agreement to PR.
2. FY Approver will add QUMMC to approval flow
3. Procurement and Contracts will review, edit, and sign and attach to completed PO.
4. Invoice is received and payment is processed in accordance with terms upon receipt of invoice.

*This type of contractual agreements is considered a procurement transaction and is entered into eVA.