

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