

Hotel Reservation Credit Card Authorization Form

Leon County School Board PCard Program
2757 W. Pensacola St., Tallahassee, FL 32304

This letter authorizes (hotel) _____

located at _____

to charge the Leon County School Board purchasing card indicated below for the following:

Room, parking, internet access, and business calls only (*Tax Exemption Certificate is attached*)

Room, tax, parking, internet access, and business calls only.

The maximum allowable single room rate per day for this location cannot exceed. \$ _____

All additional charges are to be billed to the traveler(s).

| Guest Name(s) | Confirmation # | Arrival Date | Departure Date |
|---------------|----------------|--------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Conference or Group Affiliation: _____

Bank of America VISA Purchasing Card Information

Credit Card Number: _____

Credit Card Expiration Date: _____ 3-Digit Security Code: _____

Cardholder Name: _____

Company Name: _____

Billing Address: _____

E-mail Address: _____

Telephone: _____ FAX: _____

Cardholder Signature *Date*

Approving Administrator *Date*

Approved _____
PCard Administrator *Date*