PO Procedures for Reservations at Club Quarters in Philadelphia

(This vendor does not require a separate form for PO bookings)

Step 1: For PO reservations, call 203-905-2100. Identify yourself with University of Pennsylvania in order to get the Penn rate. (request weekend rate if dates fall over weekend).

Step 2: Follow BEN PO Procedures to have PO created and sent to hotel.

Step 3: Verify they have received the PO prior to the reservation date so the reservation is not cancelled by calling 203-905-2100.

Note: CQ PO Vendor # is 197352
Note: In Ben Financials, Club Quarters is listed as TRUST BUILDING ASSOCIATES LP-CLUB QUARTERS