University of Wisconsin-Stevens Point
Business Affairs
Payment Services

2100 Main St, Room 041E, Stevens Point, WI 54481
(715)346-2052; Fax (715) 346-4011

Lodging Purchase Order
(for UW-SP Business Travel)

Instructions:

1. Complete this form when lodging reservations are made
2. If you have questions call UWSP Travel Manager, Jean Sukow - ext 2255
3. Mail or fax the original to the lodging establishment/hotel listed below
4. Fax a copy to Payment Services at ext 4011 or forward a paper copy to 041E Main

Reset Form

Hotel/Motel Name & Address:	**Send Itemized Bill to:**
	UW-Stevens Point Payment Services
Phone #:	Stevens Point, WI 54

Name/Group	Dates of Stay	Rate	# of Rooms	Conf #

Payment Policy: UWSP is responsible for paying only the room charge for the individual or group named above. Any charges for telephone calls, room service, restaurant expenses are to be paid by the individual(s) occupying the room(s).

Account: **Date:**
Requested by: **Phone:**
Dept: **Fax:**

Please describe UWSP business purpose/event:

Account Authorization:

Tax Exemption Information: The University is a State agency exempt from all state, county and local taxes under Federal Registration 39-73-1021-K on file with Internal Revenue Service, WI Sales Tax Exempt # ES 40706. Our FEIN # is 39-1805963.