

## Hotel Addendum Templates – Procedures

**These procedures apply ONLY to the hotels currently on the list of pre-contracted hotels, and ONLY to the pre-approved form Exhibits A and B (“Guest Room Accommodations” and “Conference Room, Catering, Equipment, and Auxiliary Activities”) that are located on our website.**

Procurement and Contracting Services has pre-negotiated terms with several hotels for use by the University. A list is available on the PACS Website at: [http://pacs.arizona.edu/contracting\\_hotels](http://pacs.arizona.edu/contracting_hotels). Here you will find the executed contract that includes the agreed upon terms. Also included are the Hotel Addendum for Guest Room Accommodations (Exhibit A) and the Hotel Addendum for Conference Room, Catering, Equipment and Auxiliary Activities (Exhibit B). These Addenda are to be used when a requesting department is looking to contract with one of the Hotels on our site.

When using the Addenda templates, the requesting department should determine how payment, if any, will be made (Purchase Order, Pcard, or Disbursement Voucher). The requesting department is responsible for following all expense and Pcard policies (Purchasing Policy 4.5; Purchasing Card Policies). Once the requesting department has determined how payment will be made, the following steps shall be taken to process this contract.

### **Paying via Purchase Order:**

If the total cost to the department will be **\$10,000 or more**, follow these steps:

1. Requesting Department obtains a minimum of three bids, pursuant to Purchasing Policy.
2. Requesting Department contacts the desired hotel
3. Requesting Department and Hotel negotiate filling out Exhibit A and/or Exhibit B.
4. Hotel signs and returns Exhibit A and/or Exhibit B to the Requesting Department.
5. Requesting Department’s fiscal officer signs Exhibit A and/or Exhibit B.
6. Requesting Department’s fiscal officer prepares a Requisition in UAccess, and attaches the completed and signed Exhibit A and/or Exhibit B.
7. The Buyer assigned the PO reviews the Exhibit A and/or Exhibit B to ensure it meets appropriate procurement policy.
8. Buyer will issue the Purchase Order.
9. Buyer will email the fully executed contract; along with the purchase order, if applicable to, the Requesting Department and Hotel.

**If the total cost to the department will be less than \$10,000, follow steps 2-9 above.**

### **Paying via Pcard or DV, or if no cost to department:**

Note that if payment is less than \$10,000 and if payment is NOT being made via Purchase Order, **PACS does not need to see Exhibit A and/or Exhibit B, unless Hotel has made changes to them.**

1. Requesting Department contacts the desired hotel.
2. Requesting Department and Hotel negotiate filling out Exhibit A and/or Exhibit B.
3. Hotel signs and returns Exhibit A and/or Exhibit B to the Requesting Department.
4. Requesting Department's fiscal officer reviews Exhibit A and/or Exhibit B for accuracy and completeness.
5. Requesting Department's fiscal officer signs Exhibit A and/or Exhibit B.
6. Requesting Department's fiscal officer returns Exhibit A and/or Exhibit B to the Hotel.

### **Special Note regarding Event Orders**

When conducting an event at a hotel under Exhibit B, please be aware that as the event date gets closer the hotel will likely contact you regarding completion and signature of an Event Order (EO) or Banquet Event Order (BEO). This document is something the hotel requires, as it details the room set up, food, beverages, etc. that were not previously indicated on Exhibit B. The EO or BEO acts as a written confirmation of the details surrounding each event a UA department hosts, and does not in any way alter the terms of the MHA nor of the Exhibit B. As such, it serves as an attachment to our Exhibit B. So long as there are no terms or conditions introduced within the EO or BEO (other than the standard charges and taxes and 72 hour requirements, etc.), it is acceptable for the Requesting Department's fiscal officer to sign the EO or BEO.