Mississippi State UNIVERSITY

HOTEL CHARGES

DATE: _____ **PURCHASE ORDER #:** _____

REQUESTING INDIVIDUAL: _____ **CONTACT NAME:** _____

DEPARTMENT: _____ **CONTACT PHONE #:** _____

NAME OF HOTEL: _____

GUESTS	TITLE/AFFILIATION

PURPOSE OF STAY: _____

_____ _____

Signature of Requesting Individual (Employee) **Date**

_____ _____

Signature of Approving Department Head/Next Higher Administrator **Date**