



## Hotel Reservation Credit Card Authorization Fax Sheet

This letter authorizes \_\_\_\_\_

located in \_\_\_\_\_

to charge the University of Wisconsin-Extension Purchasing Card for the following:

- Room, tax, parking, business calls only
- Room, parking and business calls only – Letter for Sales and Use Tax Certificate Of Exempt Status will also be faxed. (<http://www.uwsa.edu/fadmin/fppp/fppp36i.htm>)

The maximum allowable single room rate for this location cannot exceed \$ \_\_\_\_\_

All additional charges are to be billed to the traveler.

Guest Names(s)	Confirmation	Arrival Date	Departure Date

Conference or Group Affiliation: \_\_\_\_\_

### US Bank VISA Card Information

Credit Card Number:	3 Digit Security Code:
Cardholder Name:	
Company Name:	
Billing Address:	
Email Address:	
Telephone:	
Fax:	
Cardholder Signature	

Date

Insert copy of front of the signed credit card here.	Insert copy of back of the signed credit card here.
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