



# Hotel Reservation Credit Card Authorization Form

Leon County School Board PCard Program  
2757 W. Pensacola St., Tallahassee, FL 32304

This letter authorizes (hotel) \_\_\_\_\_

located at \_\_\_\_\_

to charge the Leon County School Board purchasing card indicated below for the following:

Room, parking, internet access, and business calls only (*Tax Exemption Certificate is attached*)

Room, tax, parking, internet access, and business calls only.

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

### All additional charges are to be billed to the traveler(s).

Guest Name(s)	Confirmation #	Arrival Date	Departure Date

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

### Bank of America VISA Purchasing Card Information

Credit Card Number: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_ 3-Digit Security Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_  
*Cardholder Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Approving Administrator*

\_\_\_\_\_  
*Date*

Approved \_\_\_\_\_  
*PCard Administrator*

\_\_\_\_\_  
*Date*