



This document outlines the procedures and instructions for authorization to charge UVic's Purchasing Credit Card for meeting rooms and audio visual aides with designated firms and/or hotels that have Standing Agreements (AGR's) with UVic. This form, when completed and signed by an authorized UVic Account Holder or Delegate and a Purchasing Officer, will authorize the firm or hotel listed on the form to apply charges to UVic's Credit Card on file as noted at the bottom of the form. **The form is invalid unless all fields (underlined spaces) are completed.**

Instructions for Use:

1. UVic Faculty or Department phones the chosen firm or hotel bearing in mind that the preferred daily rates may be in place with certain establishments and these are listed on the [Purchasing Services website](#). These should be contacted on a preferred basis first for best rates. You should obtain a confirmation or quote reference number, the name of the firm or hotel contact (representative), and their fax number and include it on the form.
2. All fields on the form are to be completed, otherwise the form/authorization will be deemed VOID.
 - Ensure Account Holder's Signature and printed name and position are inserted on the form.
 - Department FAST code must be included.
3. Fax a copy of the completed form to Purchasing Services at 8327 or email to purchase@uvic.ca upon obtaining a reservation confirmation number.
4. If audio visual is required, contact UVic Audio Visual Services at uvicav@uvic.ca to arrange audio visual services, or authorization to use our preferred off-campus supplier Freeman Audio Visual Canada.

Once approved by a Purchasing Officer, Purchasing will fax this form to the designated firm or hotel you have listed as approval to charge UVic's Credit Card. Payments will be made using Purchasing's Credit Card with charges reallocated to accounts as detailed on authorization form.

The charge will appear on Purchasing's expense report and will be reallocated to your account when processed by the firm or hotel. Any changes requested to the FAST account code must be approved in writing prior to reallocation of charges.

UVic Purchasing Services will establish preferred rates with selected firms and designated hotels to accommodate UVic authorized and sponsored events. The names of the firms and/or hotels where UVic has preferred arrangements will be posted on the Purchasing website.

Departments and Faculty can use these procedures and processes to make reservations and arrange meeting rooms, where costs are under \$5,000, **without requiring a Web Requisition (WebReq) or a Purchase Order (PO)** otherwise a WebReq is required.

Please contact UVic Audio Visual Services at uvicav@uvic.ca to arrange audio visual services or to use our preferred off-campus supplier for AV services.