Pasadena Unified School District
PROCUREMENT SERVICES

Interoffice Memo

Date: February 2, 2018

To: All District Staff

From: Christine Ward, Administrator, Procurement & Contracts

RE: PASADENA HOTEL RESERVATIONS

Occasionally there is need for groups/individuals that require lodging while doing business with the District. You may be asked if the District has an agreement with local Pasadena hotels that will extend a discount to consultants conducting business for the District.

The Old Pasadena Courtyard Marriott has agreed to honor the Government rate (currently $110.00 per night) so long as there is availability. It is not a formal written agreement however the Director of Sales has agreed to honor the state rate for our District at this point in time.

Below is the process for securing the $110.00 per night rate:

Contact: Grethel Centeno, Sales Assistant
Phone: 626-755-2523
Fax: 626-755-2540
Email: grethel.centeno@dimdev.com
Address:
Old Pasadena Courtyard Marriott
180 No. Fairoaks Ave.
Pasadena, CA. 91103

If the District is responsible for the payment then we will use the district credit card for the payment. Provide Grethel the dates of the stay and she will check if the state rate is applicable.
Ask for the estimated bill. You will need to provide the rooming list (names of guest(s)) to finalize the reservation.Attach the estimated bill to the requisition as you would normally process a requisition (See attached sample). I suggest you walk this particular type requisition through to Budget so the payment process can be completed timely. Provide the confirmation number to the guest so upon check they should not encounter any delay or problem.

If the District is not responsible for payment then the consultant can handle their reservations on their own and work directly with the hotel (Grethel).

FYI: Parking is $15.00 Self Parking and $17.00 Valet
There is no free breakfast included at this location.

The following procedure will apply to any traveling arrangements requests made through the conference attendance procedure. **KEEP IN MIND THAT THE GREEN SHEET SHOULD BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO CONFERENCE/TRAVELING. Therefore, planning is of the utmost importance.**

HOTEL RESERVATIONS:

Your first step should be to check if the hotel of your choice will accept a District purchase order. If not, check with another hotel in the vicinity that may.

Next, a **pre-payment** can be requested and **must** be indicated on the requisition. If you have submitted the Green Sheet and it has gone through the process of approval, the check for the hotel will be available at least one day prior to the trip so that an authorized attendee can pick-up the check to take with him/her to the hotel. If the check can be mailed, then that should be noted on the requisition (instructions below).

The rooming list and reservation confirmation number(s)/document, should be attached to the check so guest information is available upon check-in.

The following are the steps for a pre-payment:
- A green sheet is required. Mark "PRE-PAYMENT"
- Create a requisition and attach the hotel's rate quotation/reservation "Hold" document for the dates and number of guests needed.
- Mark on the requisition "PRE-PAYMENT REQUIRED CONTACT MARY SMITH, 626-XXX-XXXX FOR PICK UP".
- If the hotel requires a credit card to **hold** the reservation, then the credit card belonging to that division Chief would be used. Requestor will work directly with the Chief's secretary.

AIRFARE/TRAINFARE:

CREDIT CARD WILL BE USED. (Chief's secretary is responsible for reconciling credit card statement).
- A green sheet is required.
- The credit card of the division Chief will be used for securing reservations.
- The requisition will be required with the green sheet and the receipt of the credit card transaction attached.
  Mark the requisition:
  - Vendor: U.S. Bank (Credit Card)
  - Description: Airfare for "conference, etc", green sheet attached, receipt attached.
  - Name of person(s) traveling on: Southwest Airlines, Dates, Destination.