



Local Hotel Order Confirmation



Local Hotel Order Confirmation Procedure Info

Who Can Sign?

Representatives of R&V may sign if they are using R&V funds

Which Hotels?

There are 21 local hotels with master agreements

Financial Responsibility

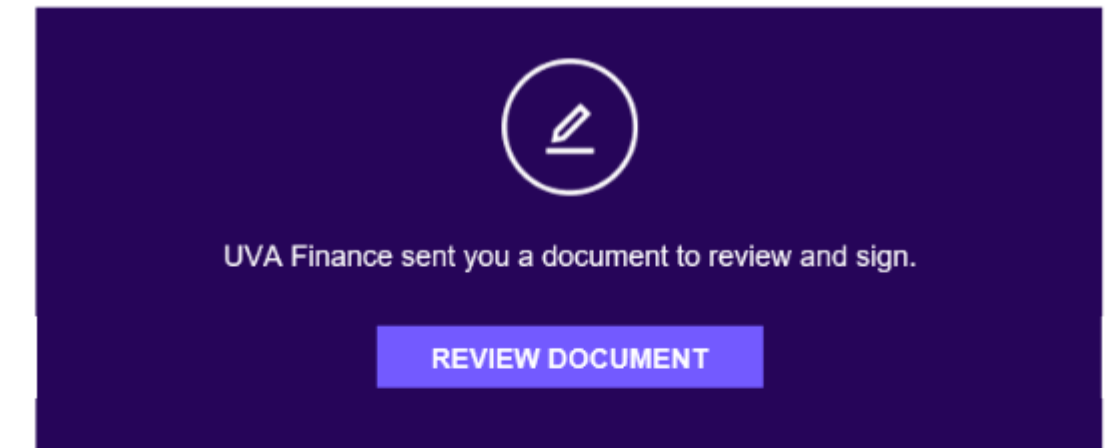
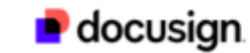
1. Attrition and cancellation terms on the order form
2. Review executive summary of the contract
3. Department responsible for fees upon signature

Local Hotel Order Confirmation Steps

1. Contact hotel for availability and rates for your group/event
2. Hotel will enter the details on the Order Confirmation Document
3. Department contact receives a DocuSign email with a copy of the OCD to review and sign electronically
4. Hotel receives a DocuSign email to countersign
5. Both parties receive a DocuSign email with the fully executed version of the OCD
 - Document is available for download for 48 hours

Tips:

- Only agreements on the University-approved OCD are permitted to be signed by the department.
- The department is responsible for all associated attrition and cancellation fees upon signature.
- Mark attrition, cancellation, and rooming list deadlines on your calendar
 - Send any reduction requests to the hotel in writing prior to the associated deadlines.



UVA Finance
UVAFinance-ds@virginia.edu

Danae Polemi,
Please review and complete your group Order Confirmation with DocuSign.

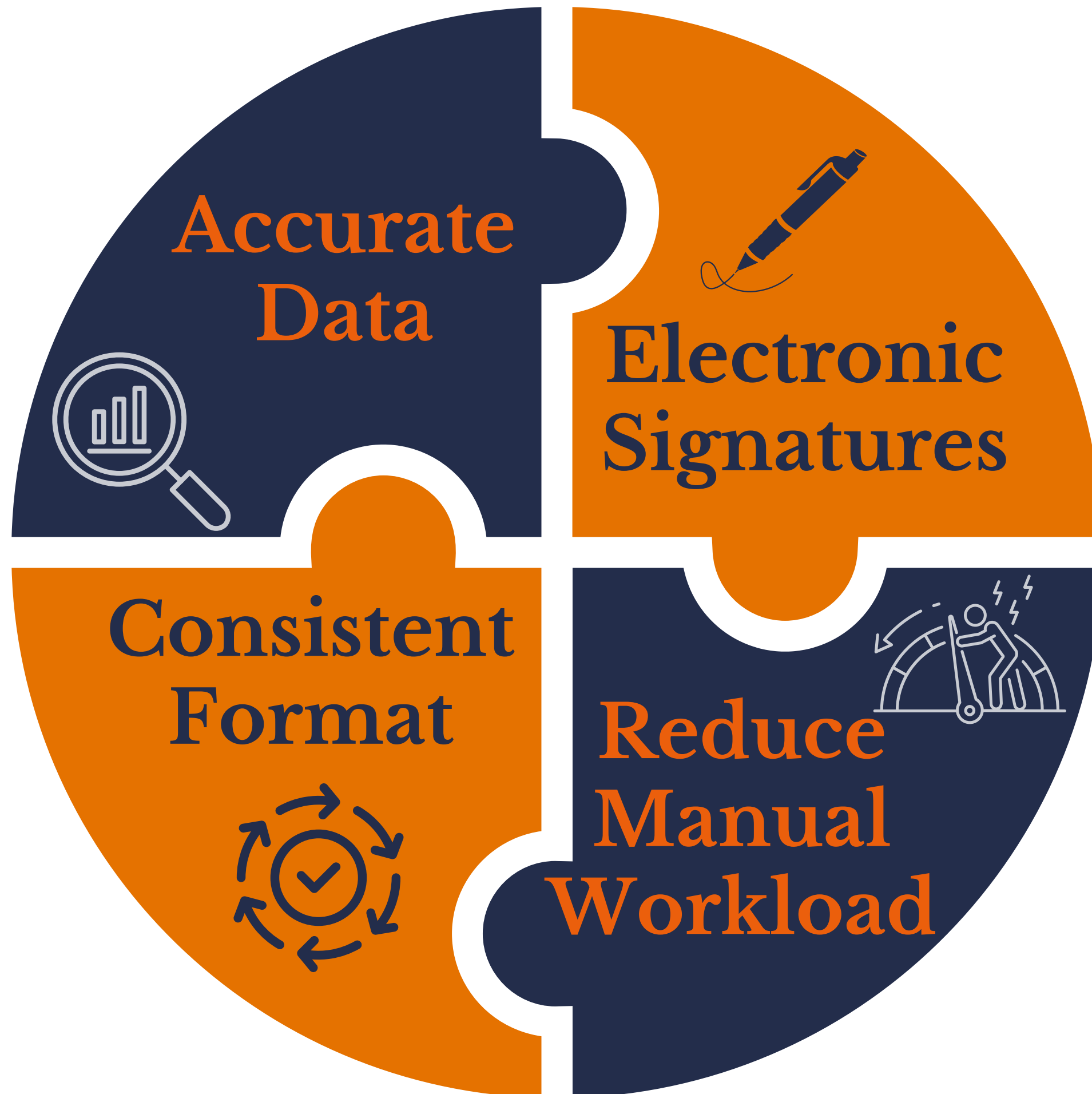
For the best viewing experience, select the 'Print' option in DocuSign to generate a scrollable PDF.

By signing this form, the University Department is agreeing that they have reviewed the Executive Summary of the Contract on the UVA Travel Contracts website (<https://uvafinance.virginia.edu/resources/travel-contracts>) and agrees to the terms and conditions of the Master Agreement with the Hotel, including all associated cancellation and attrition deadlines, penalties and fees. If you have any questions, please seek clarification from the Hotel or the UVA Travel Office travel@virginia.edu before signing.

*NOTE: The DocuSign should only be completed for groups confirmed on the University-approved version of the Order Confirmation for hotels with a Master Agreement with UVA. The document should contain no new terms and conditions outside of the UVA Master Agreement. Only bookings signed by representatives of and financially covered by the Rectors & Visitors of the University of Virginia may use this form.

Thank You





Let's See How It Looks!

RFP No.		Contract Number		Order Confirmation																																																																																					
RFP#UVA-00080-SW052523																																																																																									
HOTEL INSTRUCTIONS: Hotel to complete the Order Confirmation and send as an excel attachment to hotelconfirmations@virginia.edu . This will route to the UVA Staff Contact email (as specified below), then to the hotel for signature via DocuSign.																																																																																									
 <div> University of Virginia Order Date: <input type="text"/> Event Name: <input type="text"/> Event Start Date: <input type="text"/> Event End Date: <input type="text"/> Booking Event Number: <input type="text"/> </div>				University Address The Rector and Visitors of the University of Virginia PO Box 400210 1001 N. Emmet Street Charlottesville, VA 22904 (434) 456-7890		Hotel Address Hotel Name: <input type="text"/> Hotel Contact Name: <input type="text"/> Hotel Street Address: <input type="text"/> Hotel City, State, Zip: <input type="text"/> Hotel Phone: <input type="text"/>																																																																																			
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Available Resources



1. [Guide: Booking Groups at Locally-Contracted Hotels](#)
2. [Executive Summaries on Travel Contracts](#)
3. More Questions? – Contact AskFinance!