

Processing Hotel Agreements

A hotel agreement is a contract between the Marshall University Research Corporation and a hotel to provide accommodations for participants in grant-related events. These agreements are often used when hosting conferences, meetings, or events related to the grant.

1	PI/PD will receive agreement from the hotel. Ensure that the agreement has been made out to the Marshall University Research Corporation and that John Maher, VP of Research is listed as the contact.
2	PI/PD will send the vendor the MURC Hotel Addendum to be completed and signed.
3	PI/PD will determine if the vendor has been set up by using the FTIDEN screen in Banner. If not set up in Banner: Email the vendor and provide them with this link to complete registration to get set up in the Banner payment system. Additional information can be found in the Setting Up a new Vendor document below. It is the PI/PD responsibility to check back in Banner to see if the vendor has been set up.
4	Once you have the vendor number, the hotel agreement, and the hotel addendum signed by the vendor, a requisition can be created using screen FPAREQN in Banner . Make sure to use the correct account code in Banner. For hotel agreements account code 70428 (Meeting and Training Costs) Include the deposit amount in the requisition, as deposits are not allowed to be paid with a PCard. If a PCard is used for the deposit, the PI/PD will have to go through the change order process with the MU Purchasing Office which takes longer.
5	Write the requisition number on top of the hotel agreement.
6	Send hotel agreement (with requisition number) and hotel addendum to your Grants Compliance Officer (GCO) .
7	Your GCO will review and send to Dr. Maher for signature.
8	Once Dr. Maher has signed, it is returned the GCO who sends it to the MU Purchasing Office to be converted into a Purchase Order (PO). Once complete, the MU Purchasing Office will email a copy of the fully executed agreement to the PI/PD/Department Administrator. If you want to check on the status of a Purchase Order (PO) email your GCO.
9	The hotel vendor can now send over an invoice for payment. Check with the vendor to see if they require a down payment and ensure it is being invoiced. All invoices must reference the Purchase Order (PO) on the invoice before being sent to Katherine Chaffin, Accountant at waddell@marshall.edu for processing.