Use this form to initiate guest room reservation(s) for the University Guest House.

I. Locate the form in the Place an Order section of the shopping dashboard.

II. Room Reservation Details
   1. To begin, reserve lodging by calling the University Guest House – the phone number is provided on the form.
   2. Enter the Confirmation Number on the form.
   3. Enter the dollar amount for the reservation.
   4. Enter the name(s) of the guest(s).
   5. Provide notes or additional information for the Guest house, as needed.
III. Supplier Information

Note that the supplier information defaults to the University Guest House & Conference Center. This form is exclusively to reserve space at this facility.

IV. Add Attachments

1. Internal Attachments can be viewed by all UShop users, but will not accompany the PO that is sent to the Guest House.

2. External Attachments are viewable in UShop, and will also accompany the PO that is sent to the Guest House.

V. Multiple Guest Reservations

Multiple guest reservations may be included on the same PO. Click this link for instructions. Otherwise, proceed to the next step.
VI. Add and go to Cart

When the form is completed, select Add and go to Cart from the Available Actions dropdown. Click Go.

The order will be moved to a UShop cart. From the cart, Proceed to Checkout and submit the order.