



TEMPLE UNIVERSITY
A Commonwealth University

Travel Reimbursement
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To: Deans, Directors, Budget Unit Heads, Faculty, and Staff
From: Molly Peterman, Assistant Director Travel reimbursement
Date: July 26, 1999
Subject: Marriott and Diamond Club Invoices

At the start of a new fiscal year, I would like to clarify the process for paying for services from Sodexo Marriott Services (**formerly The Marriott**) and the Diamond club. The University purchase requisition or the catering requisition (see reverse) that is sent to the catering offices to establish the date and terms of the function serves as both a requisition and an invoice. The signature must be that of a budget unit head or another individual who has the authority for specific center and the proposed dollar amount. This includes approval from Grant Accounting if necessary.

Additionally, nothing can be processed without a specific business purpose and a valid nine-digit center number. "Meeting" is not a specific business purpose, the nature of the meeting and the attendants must be listed. If less than 5 people the must be listed by name, if more the name of the group is sufficient. All charges should be to account 7506 for entertainment or 7602 for food. You will be notified if the total is more than ten percent higher than the original total, if not the bill will be submitted to Accounts Payable by the Sodexo Marriott or the Diamond Club. Hopefully, this will ease receipt and payment of services for university catering.

If you have any further questions or I can be of any further assistance, please call the Travel Reimbursement Center at 1-5278 or 1-5279 or Peter Beers, Unit Controller for Sodexo Marriott at 1-1382. Thank you.

Cc: Timothy O'Rourke
Frank Annunziato