

# MEETING ROOM and AUDIO VISUAL RESERVATION & AUTHORIZATION FORM

This form when completed and signed by an authorized UVic Account Holder and a Purchasing Officer, will authorize the firm or organization listed on this form to apply charges to UVic Purchasing CreditCard. This form is invalid unless all fields are completed. Conferences (greater than \$500.00) cannot be reserved on this form. Please forward a WebReq to Purchasing Services.

|                        |  |                    |  |
|------------------------|--|--------------------|--|
| Organization or Hotel: |  | CONFIRMATION No.   |  |
| Location:              |  | UVic Contact Name: |  |
| Contact No. (6096 054) |  |                    |  |