

MEETING ROOM and AUDIO VISI
RESERVATION & AUTHORIZATION FORM
Procedures and Instructions

This document outlines the procedures and instructions for authorization to charge UVic Purchasing Credit Card for meeting rooms and audio visual aids with designated firms and/or hotels that have Stand Agreements (AGR's) with UVic. This form when completed and signed by an authorized UVic employee authorizes for Use:

1. UVic Faculty or Department phones the chosen firm or hotel to make a reservation. Rates may be in place with certain establishments and the

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