

New England Center

USNH Purchasing Card (PCARD) Policies and Procedures

Acorns Restaurant Café and Lounge:

- Reservations are recommended by calling 862-2815.
- Credit card authorization cannot be granted over the telephone.
- After your meal, if paying by USNH Purchasing Card, present the card to your restaurant server, who will provide an itemized bill of food and beverage expenses and a copy of the card receipt.
- These two receipts serve as USNH Purchasing Card documentation of expenses.

New England Center Hotel:

- Reservations are required by calling **862-4031** (local) or 1-800-590-4334 (toll-free).
- If utilizing the USNH Purchasing Card for reservations; the person requesting the reservation(s) must complete a “Letter of Authorization” form. The hotel can fax you this form or the form can be downloaded from www.unh.edu/purchasing/pcard.html.
- The “Letter of Authorization” form must be completed in full and returned to the hotel Reservations Manager, by fax **862-0634**.
- The Reservations Manager will confirm your arrangements by assigning a confirmation number and room rate. This information will be faxed back to the person requesting the reservation(s).
- Upon guest checkout, the New England Center will mail your guest folio/receipt to the designated Purchasing Card Cardholder. The confirmed “Letter of Authorization” and the guest folio/receipt serve as USNH Purchasing Card documentation of expenses.

New England Center Conference/Meetings/Banquets:

- If arrangements are made for Residential Conferences (862-2712), Day Meetings (862-2816) or through the Banquet Office (862-4893) the following terms will apply:
USNH Purchasing Card will be accepted as payment if the New England Center Contract Agreement is less than \$1,000.00. The New England Center invoice serves as Purchasing Card documentation of expenses.

A UNH internal Purchase Order document a (POB) will be accepted as payment if the New England Center Contract Agreement exceeds \$1,000.00.