


Hotel Contracts & Conference Agreements

1. If TEES' obligation is over \$25K, you must submit an Aggiebuy requisition. If there are several hotels in the area that could accommodate your room/meeting requirements, a justification needs to be included explaining how the selection was made.
2. If the total amount to be paid is less than \$25K and the hotel will sign the Facility Use Addendum, your department head should sign the hotel agreement. If the hotel agrees to sign the addendum, the hotel contract does not need TEES Procurement Office approval.
3. If the hotel will not sign the addendum regardless of the dollar amount, submit a requisition in Aggiebuy.
4. If the hotel needs a quick turnaround in order to guarantee rooms and services, email the agreement to the TEES Procurement and submit an Aggiebuy requisition.
5. Foreign contracts require export control and compliance approval. Please submit foreign contracts on requisition regardless of the amount.

Please put the name of the hotel and dates in the product description field in Aggiebuy. Please separate the Food & Beverage from the Room Rental.

	Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1	✓ Loews New Orleans Hotel Agreement-2018 IETC, 6/10/18 to 6/15/18, Room Revenue, \$19, 371.00. 5842  more info...	n/a	LO	19,371.00	1 LO	19,371.00 USD	Sent To Supplier	none	none	No Matches
2	✓ Loews New Orleans Hotel Agreement - IETC 2018, 6/12/18 to 6/15/2018, Food and Beverage Revenue Minimum - 6338  more info...	n/a	LO	20,000.00	1 LO	20,000.00 USD	Sent To Supplier	none	none	No Matches

Object &UNSPSC Codes:

5842 (99900350)-Direct bill hotel for employees, visitors, students, contractors; conference expenses at the facility (room, food, A/V)

6373 (99900044)-Direct bill for sponsored projects