



Brownsville Independent School District

1900 E. Price Road, Brownsville, Texas 78521
(956) 548-8361 Fax (956) 548-8367

Dr. René Gutiérrez
Superintendent

Rosario Peña, RTSBA
Purchasing Administrator

HOTEL STUDENT TRAVEL DISTRICT CREDIT CARD PAYMENT

PROCEDURES

Contact the Purchasing department to make sure Mayra Castañeda or Marisela Ayala are in the office.

**PURCHASING 548-8361 MAYRA CASTAÑEDA 698-0684 MARISELA
AYALA 698-0227**

Call the hotel directly and ask for the in-house reservations department.

IF BOOKING MORE THAN 10 ROOMS ASK FOR THE HOTEL SALES
DEPARTMENT.

- 1- Inform the hotel agent that you will be guaranteeing the hotel rooms with the District's credit card and that you will be transferring the call to the travel department who will be providing them with credit card number.
- 2- Request a credit card authorization form from the hotel and forward to the travel department along with the hotel e-mail confirmations. The Travel department will transfer the call back to the person making the hotel room reservations to conclude the hotel booking. The travel department will fill out the credit card authorization form and will fax to the hotel for payment once the e-mail confirmations and the credit card authorization forms are received.
- 3- You must to process a PR for payment made out to ELAN CORPORATE PAYMENT SYSTEMS, vendor V019477, BID #19-117 CONTRACT N/A.
YOU MUST HAVE A PO IN PLACE PRIOR TO YOUR DEPARTURE.
- 4- You must turn in the an itemized hotel invoice, with the PO number written on it, to the Travel department no later than 3 days after you return from your trip.



Brownsville Independent School District

1900 E. Price Road, Brownsville, Texas 78521
(956) 548-8361 Fax (956) 548-8367

Dr. René Gutiérrez
Superintendent

Rosario Peña, RTSBA
Purchasing Administrator

HOTEL STUDENT TRAVEL CREDIT CARD PAYMENT

**PROVIDE TRAVEL DEPARTMENT WITH THE FOLLOWING
INFORMATION**

HOTEL NAME _____

HOTEL ADDRESS _____

HOTEL PHONE NUMBER _____

NAME RESERVATION IS MADE UNDER _____

NAME OF HOTEL BOOKING AGENT _____

HOTEL CONFIRMATION #s _____

EVENT NAME _____

ARRIVAL DATE _____ DEPARTURE DATE: _____