HOTEL/EVENT CONTRACT PROCESSING GUIDELINES

The Contracts Team reviews hotel/event contract documents for legal sufficiency. All university employees are responsible for compliance with VCU Travel Policy and allowable expenditures.

Contracts $10,000 and less

- A requisition is not required.
- Submit your review request in the RealSource Contracts+ module.
- Go to the Contracts+ module in RealSource and select Requests → Request Contract

Refer to the Users’ Guide for assistance:
https://realsource.vcu.edu/media/real-source/content/media/Nw%20Contracts%20Accordion%20Put%202nd.pdf

Contracts $10,001 and more

- A requisition is required.
- Attach the contract and other related documents to the requisition in RealSource.
- Your requisition will be routed automatically to the appropriate Category Manager or Buyer for review and processing.

TIP

- Do NOT email contracts to an individual’s email account.
- Do send questions to contracts@vcu.edu

Processing Lead Times

- A minimum of ten (10) business days is required to review hotel/event contract documents.
- Hotel/event contract documents, regardless of the procurement value, shall be submitted for review and signature.
- Department representatives (e.g. the VCU Event Coordinator, faculty, etc.) are not authorized to sign hotel/event contract documents.
Exception: Banquet Event Order ("BEO") documents as provided below.

Considerations Before Submitting Contract For Review

“Green” Facilities

- If the event is within the Commonwealth of Virginia with 50 or more attendees, departments must choose “green” facilities as outlined in Executive Order #82 (2009)
- Refer to http://www.deq.virginia.gov/Programs/PollutionPrevention/VirginiaGreen/GreenConventionsConferences.aspx
- List of “green” facilities: https://www.virginia.org/directory/placestostay/virginiagreen/?city=richmond&categories=155

Deposits / Prepayment

Departments should advise the venue representative of the following:

- VCU generally does not pay deposits or prepay for an event
- VCU will issue a purchase order or use a credit card to reserve the event; Charges to the credit card should not be in advance of the event

TIP

- Do NOT fax the credit card number to the hotel/event venue
- Do NOT include the credit card number on the contract document(s)

Per Diem Rates

- The Department is responsible for verifying compliance with VCU Travel Policy. https://procurement.vcu.edu/i-want-to/travel/

- If expenses are over the allowable VCU Travel Policy per diem rates, the Department is required to do the following:
  
  ✓ Secure appropriate funding and approvals
  
  ✓ Be prepared to provide the reason for any overages when submitting for payment
Gratuity

When establishing pricing, departments should:

- Attempt to negotiate a gratuity that does not exceed twenty (20%) percent
- Ensure gratuity is not applied to lodging rooms or meeting rooms

Alcohol

Regardless of the manner served (i.e., a cash bar or included in the cost of the menu), the Department is responsible for ensuring compliance with the “Allowability Chart”

- For contract values up to $10,000, the Department is responsible for obtaining, maintaining and submitting a copy of the required approval to Accounts Payable; a copy of the approval is not required with the Hotel contract document(s).
- For contract values of $10,001 or more, the Department shall forward a copy of the approval with the Hotel contract document(s).

Banquet Event Orders (“BEOs”)

- If you have a BEO and the Contracts Team has not previously executed an agreement, then submit the BEO and any other documents for review and signature.
- If an agreement has already been reviewed and executed for the event, then the Department may do the following:
  - Review and sign the related BEO(s)
  - Add a note on the BEO signature page that states “Terms and conditions of mutually signed contract dated xx/xx/xxxx applies.” The date to enter is the date the original contract was signed by VCU.
  - Return the signed BEO(s) to the venue.
  - Send all signed BEO(s) to contracts@vcu.edu so the BEO(s) can be attached to the contract file.

Requisitions / Credit Card Transactions

Requisition Line Items:

- The requisition shall have a separate line item (as applicable) for each of the following:
✓ Lodging rooms
✓ Meeting rooms
✓ AV equipment
✓ *Meals
✓ Incidentals (e.g., porterage, parking, bar tender, meat carvers, etc.) to be paid by VCU

**TIP**

✓ Each line item dollar value must reflect the total maximum estimated dollar value for the event; i.e., the dollar value must reflect all estimated charges, inclusive of taxes, service charges and/or gratuities.

✓ *When calculating the total maximum estimated dollar value for meals, the dollar value must reflect the price of the meal, tax and service charge / gratuity. If the total maximum estimated dollar value for meals will exceed **150% of the allowable VCU Travel Policy per diem rate**, the dollar value over the 150% must be split-coded to a local fund account.

**Fully Signed/Executed Contracts**

✓ Final executed contracts are stored in RealSource and can be searched by any VCU employee

✓ You may save a copy for your files

**Have Questions?**

**For hotel/event contracts** Contact the Contracts Team (contracts@vcu.edu) or call 8-1077, Option 5, 1

**For RealSource or Contracts+** Contact the RealSource Team at realsource@vcu.edu or call 8-1077, Option 6

**For P-Card Transactions** Contact the Corpcard Team at corpcard@vcu.edu or call 8-1077, Option 4

**For allowable rates and payment** Contact VCU Travel Staff at travel@vcu.edu or call 8-1077, Option 3