



## **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](mailto: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/viriniagreen/?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](mailto: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., portage, 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](mailto:contracts@vcu.edu)) or call 8-1077, Option 5, 1

**For RealSource or Contracts+** Contact the RealSource Team at [realsource@vcu.edu](mailto:realsource@vcu.edu) or call 8-1077, Option 6

**For P-Card Transactions** Contact the Corpcard Team at [corpcard@vcu.edu](mailto:corpcard@vcu.edu) or call 8-1077, Option 4

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