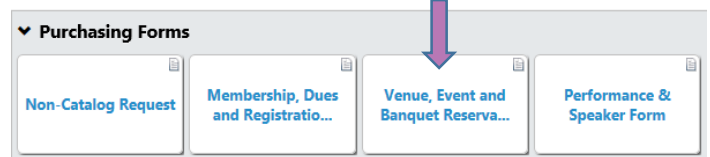




# How to Add a Venue, Event and Banquet Reservation Request

Log-in to PAW Place and go to the "Shopping" area.

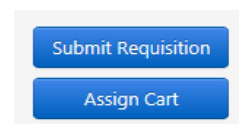
- From the **Purchasing Forms** section
  - Select the **Venue, Event, and Banquet Reservation Request** form.



Instructions: Use this form for all space/meeting room rentals including banquet facilities, conference centers, group hotel stays, etc. Please be sure to attach any contract/reservation form the supplier has requested. **DO NOT SEND SIGNED CONTRACTS/RESERVATION FORMS DIRECTLY TO THE SUPPLIER or sign the document. It must be signed by an authorized contracting individual for the University.** The purchase order and the approved contract/reservation form will be sent to the supplier by Purchasing. If you have already received the goods or services and have a copy of the invoice, do not use this form. Use the **After the Fact Purchase Form**.

Enter the required information:

- **Supplier**—Enter the name or "W" number of the individual that is requesting the reimbursement.
  - **Unknown Supplier**-If the individual is not set-up in PAW Place, use "Unknown" as the supplier name and complete the name/address/other information. Do not include a social security number. You can fax or send via campus email a vendor registration to the Purchasing Department if the individual needs to be set-up in the system.
- **General Information**
  - **Event/Banquet/Retreat START DATE:** First day of the activity.
  - **Event/Banquet/Retreat END DATE:** Last day of the activity.
  - **Will alcohol be purchased?** Yes or No. The purchase must comply with University PPM 25d for restricted purchases.
- **Product Description:** Describe the event, location, activities, business purpose, etc. Add "Notes" under Additional Product Information or add an "Internal Attachment", if necessary, to provide information needed to complete the order.
- **UOM:** Unit of Measure. EA – Each or select another option if applicable.
- **Estimated Price:** Estimate the amount your department plans to spend on the event for all services.
- **Additional Product Information:**
  - Contract number will be added by Purchasing.
  - Notes: Add any additional notes needed to complete the request.
- **Attachments**—attach a copy of any attachments that relate to the request.
  - Internal will only be seen by the Purchasing Department
  - External will be included on the Purchase Order sent to the supplier.
- **Select "Add and go to Cart" then select GO** for requests with one line. Your request will be sent to the shopping cart. If there is more than one line for the request, **select "Add to cart and return"**. This form will open again with the supplier information you provided for the first item.
- When you have completed all the necessary lines for your request, you can go to the shopping cart and to complete the request.
  - Complete the accounting information (if authorized).
  - Add or verify the shipping and billing information. (See the Cart Management Guide for more information.)
- **Shopper:** "Proceed to Checkout" will display any missing information or "Assign Cart" to a requestor or approver. Complete missing information, if authorized. This role will not be able to submit the requisition and must assign the cart.
- **Requestor or Approver:** Verify that the accounting, shipping, billing, and items requested are correct. The "Submit Requisition" button will appear when all information in complete. Submit the request to complete the requisition process. "Assign Cart" can be selected if department policy requires that a supervisor or manager submit the request.



**For questions and help completing the form:** Please contact the Purchasing Office at ext. 6014. You can also email [purchasing@weber.edu](mailto:purchasing@weber.edu). See <https://www.weber.edu/purchasing/pawplace.html> for more information.