**Helpful Procedures for Procurement Approval on Group Sales Agreement/Contract--Lodging**

* Compare the room rate listed on the Group Sales Agreement/Contract against daily lodging rate (excluding taxes) for location and month/year of event found on the GSA website <https://www.gsa.gov/>

If the room rate on the Group Sales Agreement/Contract is between 100% and 150% of the GSA daily lodging rate: obtain approval from Agency Head or Designee appropriate to the department (State or University Local Funds index can be used);

If room rate on the Group Sales Agreement/Contract is in excess of 150% up to 200% of the GSA daily lodging rate: obtain Dean or VP approval (portion exceeding 150% must be charged to University Local Funds index); and

If room rate on the Group Sales Agreement/Contract exceeds 200% of the GSA daily lodging rate: obtain prior approval of the CFO (portion exceeding 150% must be charged to University Local Funds index).

* Once the Group Sales Agreement/Contract room rate approval, if above 100%, is obtained from the appropriate person, complete the Catering Contract Coversheet-Lodging found on Travel Program Website, <https://www.wm.edu/offices/financialoperations/travel/forms/>. Forward the completed form and any required approval to the Travel Office to review and approve.
* Once an approval email from the Travel Office has been obtained, forward the Group Sales Agreement/Contract, room rate approval if applicable, completed Catering Contract Coversheet-Lodging, and Travel Office approval to Procurement. Procurement will review the Group Sales Agreement/Contract and edit, if necessary.

If no edits to the Group Sales Agreement/Contract are needed, Procurement will sign and return the fully executed Group Sales Agreement/Contract to the department. The department should forward a copy of the fully executed Group Sales Agreement/Contract to the vendor and enter the advance deposit payment in buyW&M, if required per the agreement, either as a direct payment or as a payment against a blanket purchase order.

If necessary, Procurement will edit the Group Sales Agreement/Contract and return it to the department to be forwarded to the vendor so that changes can be reviewed, initialed, and returned to the department. The department then forwards the initialed agreement to Procurement for final review, signature and return of the fully executed document to the department. The department should forward a copy of the fully executed Group Sales Agreement/Contract to the vendor and enter the advance deposit payment in buyW&M, if required per the agreement, either as a direct payment or as a payment against a blanket purchase order.