

- To find a hotel and make a reservation for guests of Messiah College:
 1. Find the contact information for the hotel in MC OneSource.
 2. Click on the **Suppliers** tab.
 3. Type “hotel” into the **Supplier Tags** box, then click **Search**.
 4. Click on the appropriate hotel name and then click on the **Contact** tab.
 5. Use the contact information to contact the hotel directly to request a reservation. Mention that you are calling from Messiah College and will provide a purchase order for the services. The purchase order creates a binding contract; therefore, **no deposits or prepayments should be required**.
 6. Request a confirmation.

- Submit a standard requisition in MC OneSource. Include the following information:
 1. **Item Name:** Hotel Accommodations for _____
 2. **Optional Description:** Confirmation # _____
 3. **Justification:** Dates of stay and reason for stay
 4. **Delivery Notes:** See attached Confirmation # _____
 5. **Order Attachments:** PDF copy of confirmation

- Please mark your calendar as a reminder to “receive” after the hotel stay. Receiving must be completed before the invoice can be paid.

- The invoice should be emailed by the hotel directly to Accounts Payable following the stay. If you receive the invoice, please forward it to accountspayable@messiah.edu and reference the purchase order number in the subject.