



Guidelines for using a Purchase Order to pay for individual hotel room/rooms.

1. Fax P.O. to the Reservations Department at (918) 384-6761 at least two weeks prior to arrival.
or
Email P.O. to dl-catoosahotelroominglist@cn-bus.com at least two weeks prior to arrival.
2. On the P.O. include the following:
 - Contact name and phone number.
 - Name of each individual with a hotel reservation being paid by a P.O.
 - Full dollar amount. **Please add 6% to your hotel room rate. This is not a tax it is a tribal transaction fee.**
 - Correct billing address and contact.
 - P.O. must be signed.
3. If a copy of the P.O. was not received, individual must be prepared to pay with credit card at check-in.

Thank you so much for your cooperation. Sending the P.O. in advance will make your check-in process so much easier and faster. Hard Rock's accounting office requires the P.O. **two weeks** in advance in order to set up a posting master for your room charges. **If the P.O. is not received in advance a credit card is required for payment at check-in. A form of payment must be received prior to checking in to your hotel room.**