



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

1. Reservations must be made first.
2. 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](mailto:dl-catoosahotelroominglist@cn-bus.com) at least two weeks prior to arrival.
3. On the P.O. include the following:
  - Contact name, phone number, and date of arrival.
  - 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, contact, and email address
  - **P.O must be hand signed.**
4. 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.**

If you have any question or want to see if we have received your P.O. please give us a call at 1-800-760-6700