

Cook Conference Center Direct Billing

Purpose: To establish a procedure for Cook Conference Center to bill Louisiana State University & A&M directly for (1) lodging costs of official visitors to the University, (2) convention and meeting room facilities and (3) catering services provided for official university functions.

General: Form AS540, "Request for Approval of Cook Conference Center Billing to LSU", when approved by the Office of Accounting Services, authorizes Cook Conference Center to invoice the University directly for (1) lodging rooms for official guests of the University, (2) conference room rentals and (3) catering services. The approved AS540 form must be provided to Cook Conference Center prior to the event and/or the visitor's arrival in order to bill the University. Please allow Accounting Services 5 working days prior to the visitor's arrival to review, approve and deliver to Cook Conference Center.

Cook Conference Center requires a signed contract for all meeting room rentals, regardless of the total cost of the rental. Only the Purchasing Office has the authority to sign these contracts on behalf of the University and a copy of the signed contract must be attached to the AS540 when requesting direct bill approval for conference room rental.

Procedure for Billing Lodging Rooms:

1. Department completes all sections of form AS540, approves the form, attaches the approved Authorization to Travel (AS292 or AS516) and routes to the Dean or Director for approval.
2. Dean or Director retains a copy of the approved forms in the department and routes the original approved form AS540 and Authorization to Travel (AS292 or AS516) to the Office of Accounting Services at least 5 working days prior to visitor's arrival.
3. Office of Accounting Services (Travel Office) reviews the AS540 for compliance with PM-13 and, if compliant, approves the request and routes both the approved AS540 and the approved Authorization to Travel (AS292 or AS516) to Cook Conference Center.
4. Office of Accounting Services faxes a copy of the approved AS540 to the requesting department **if the department fax number is provided on the AS540.**
5. Cook Conference Center attaches the approved AS540 and the approved Authorization to Travel (AS292 or AS516) to Cook Conference Center itemized hotel folio and routes to Accounts Payable for payment.

NOTE: Invoices for the Athletic Department and invoices for other campuses will be routed to them by Cook Conference Center; after the invoices are approved, the Athletic Department and other campuses will route the invoices to Accounts Payable for payment.

6. Accounts Payable processes the invoices for payment in the amount authorized by the department on the AS540 and charges the account number indicated on the AS540.

Procedure for Billing Convention and Meeting Room Facilities:

1. Department decides to contract with Lod Cook for meeting room facilities and obtain a Lod Cook Contract signed by a Lod Cook representative
2. Department completes the AS540 and attaches the original Lod Cook Contract signed by a Lod Cook representative and routes to Purchasing for approval of the contract for conference room rental
3. Purchasing approves the contract for conference room rental and routes the original approved contract and the AS540 to Accounts Payable for review and approval

4. Accounts Payable routes the original approved AS540 and the original approved contract to Cook Conference Center and faxes a copy back to the department **if the department fax number is provided on the AS540**
5. Cook Conference Center attaches the signed contract for conference room rental and the approved AS540 to their itemized invoice (lodging rooms, conference room rental and catering services) and forwards the original invoice and the approved AS540 packet to Accounts Payable for processing; Cook Conference Center will also route a copy of the invoice summary and the detail invoices to the department contact person identified on the AS540.

NOTE: Original invoices for the Athletic Department and original invoices for other campuses will be routed to the Athletic Department Business Office or to the other campuses by Cook Conference Center; after the invoices are approved, the Athletic Department and other campuses will route them to Accounts Payable for payment.

6. Accounts Payable processes the invoice for payment, per the terms of the approved AS540
7. Amounts billed in excess of amounts approved on the AS540 will be billed to the department on a separate invoice prepared by Cook Conference Center

Procedure for Billing Catering Services

1. Department decides to contract with Lod Cook for catering services and meets with either a representative from Chartwells or the on-site representative from Unique Cuisine
2. Department completes the AS540, attaches a copy of the menu reflecting prices and routes directly to Accounts Payable for review and approval if the AS540 only includes catering; if the AS540 also includes conference room rental, the packet will be forwarded to Purchasing to approve the contract; Purchasing, in turn, will route the approved packet to A/P for approval of the AS540
3. Accounts Payable faxes a copy back to the department **if the department fax number is provided on the AS540** and routes the original packet (approved AS540, original contract signed by Purchasing and Lod Cook if conference room is included on the AS540 and the menu) to Cook Conference Center to be filed until after the event
4. Cook Conference Center attaches the signed contract for conference room rental and the approved AS540 to their itemized invoice (lodging rooms, conference room rental and catering services) and forwards the original invoice and AS540 packet to Accounts Payable for processing; Cook Conference Center will also route a copy of the invoice summary (totals only for lodging, room rental and catering) and the detail invoices (individual hotel folios, invoice for conference room rental and detailed invoice from the caterer) to the department contact person identified on the AS540; the department retains the summary and detail invoices in the department to accommodate reconciliation of ledgers.

NOTE: Original invoices for the Athletic Department and original invoices for other campuses will be routed to the Athletic Department Business Office or to the other campuses by Cook Conference Center; after the invoices are approved, the Athletic Department and other campuses will route them to Accounts Payable for payment.

5. Accounts Payable processes the invoice for payment, per the terms of the approved AS540
6. Amounts billed in excess of amounts approved on the AS540 will be billed to the department on a separate invoice

NOTE: A separate AS540 will need to be submitted for catering services if the menu is not finalized at the time arrangements are made for conference room rental