

## **PCARD Procedures for Fort Collins Area Hotels**

PCARD is the preferred method of payment at Fort Collins area Hotels, when the total transaction is less than \$3,000.00. This includes banquets, special events and overnight room rentals for guest speakers, interviewees and other University guests.

When providing room reservations, the Hotel cannot prevent a guest from charging meals, telephone calls, movies, etc., to the credit card that was provided when the reservations were made. It is up to Colorado State University employees to inform our guests and interviewees what type of charges will be allowed and what charges are considered personal. It is also necessary to notify the Hotel of the charges that you want the guest to be able to charge to the room, and ultimately, to your PCARD.

**DO NOT USE YOUR PCARD FOR CSU EMPLOYEES WHO ARE IN TRAVEL STATUS.**

