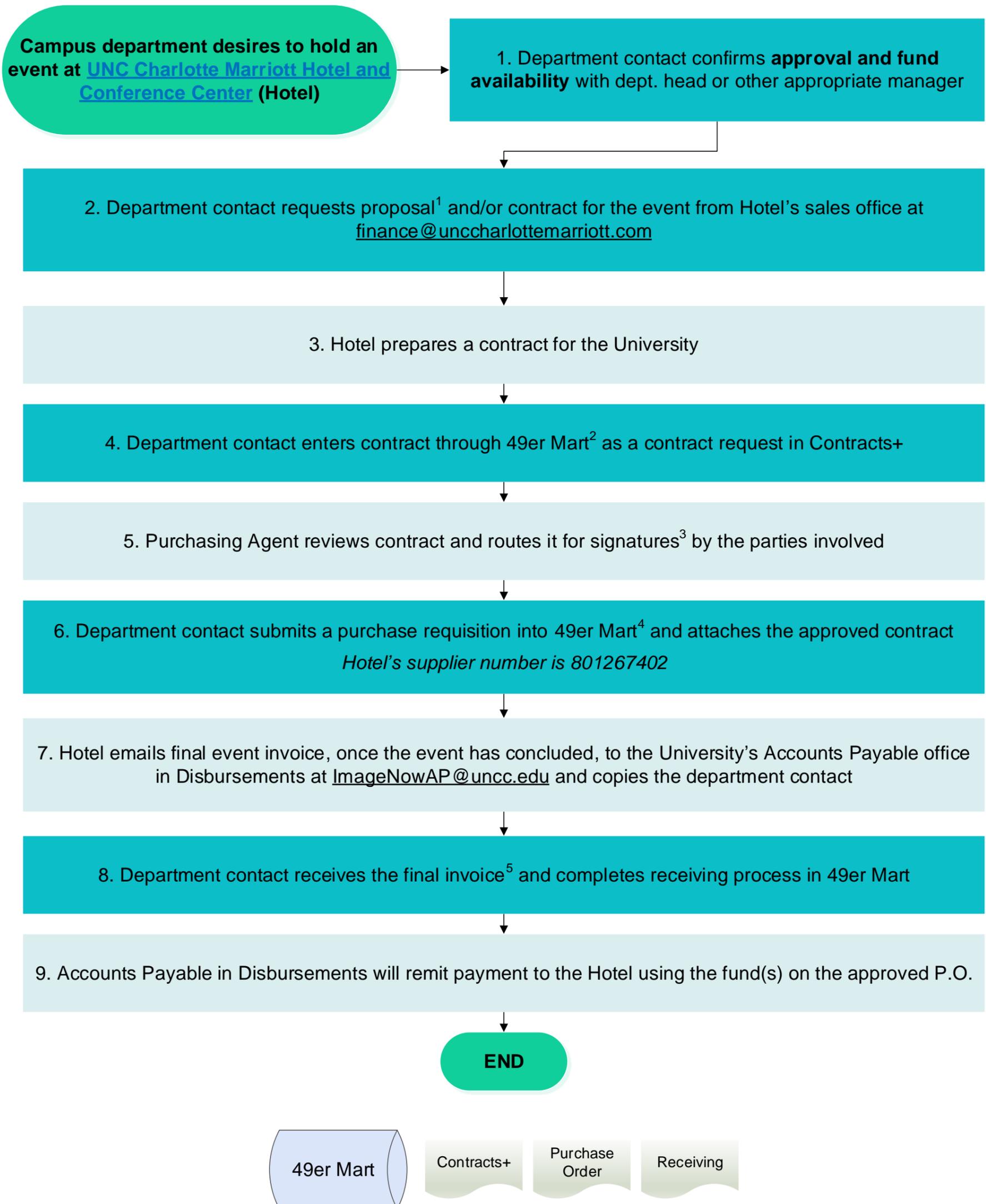


# Campus Event Scheduling Process

For use with UNC Charlotte Marriott Hotel and Conference Center



## Footnotes:

1. If the department is requesting a proposal only, please ensure the Hotel includes all costs associated with the planned event within the proposal and obtain initial department approval of such costs before requesting a contract.
2. Entering the contract in 49er Mart routes it to the department's [assigned Purchasing Agent](#) in the Purchasing Office.
3. Required signatories will be the Hotel, department head or other individual with authority over the fund source to be used to pay for the event and the director of Materials Management. If the contract exceeds \$25,000, approval by the University's vice chancellor for Business Affairs (or authorized delegate) is required.
4. 49er Mart will automatically generate an email to the Hotel with a copy of the approved Purchase Order.
5. If the amount of the final invoice significantly differs from the amount originally listed on the P.O., complete the process to modify the P.O.