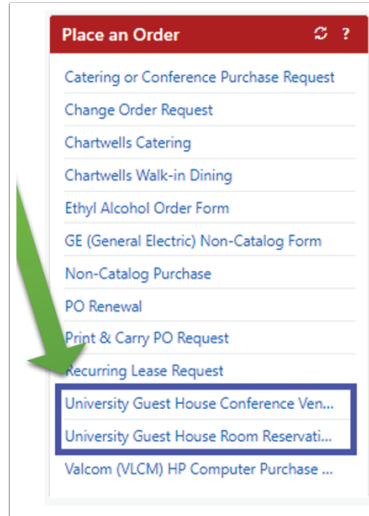


Use this form to initiate guest room reservation(s) for the University Guest House.

I. Locate the form in the Place an Order section of the shopping dashboard.



II. Room Reservation Details

1. To begin, reserve lodging by calling the University Guest House – the phone number is provided on the form.
2. Enter the Confirmation Number on the form.
3. Enter the dollar amount for the reservation.
4. Enter the name(s) of the guest(s).
5. Provide notes or additional information for the Guest house, as needed.

University Guest House Room Reservation Order Form
Available Actions: Add and go to Cart Go Close

UShop Operations
Financial & Business Services
University of Utah
201 S. President's Circle, Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

Use this form to initiate room reservation(s) for the University Guest House.

Commodity Code: 90110000

University Guest House Room Reservation Order Form ?

Room Reservation Details

Reserve lodging at the University Guest House by calling (801) 587-1000 before filling out this form. To book a conference venue/event, use the University Guest House Conference Venue Order form. Fields shown in **bold** are required.

**Note: You are able to have multiple guest reservations on the same PO. [Click here](#) for instructions on how to do this.*

Confirmation Number [Redacted]

Amount [Redacted]

Guest Name(s) [Redacted]
2000 characters remaining expand | clear

*Provide any additional notes for the University Guest House in the box below. This information will print on the PO in the **Additional Details** section.*

[Redacted]
2000 characters remaining expand | clear

Supplier Information ?

Supplier: UNIVERSITY GUEST HOUSE & CONFERENCE

Fulfillment Address: USHOP University Guest House:
110 S FORT DOUGLAS BLVD
SALT LAKE CITY, UT 84113-5036 US

Supplier Phone: +1 801-587-1000

Add Attachments ?

Internal Attachments are viewable only within UShop and do not accompany the PO that is sent to the Guest House.

Internal Attachments
Add Attachments

External Attachments are sent to the Guest House along with the PO.

External Attachments
Add Attachments

III. Supplier Information

Note that the supplier Information defaults to the University Guest House & Conference Center. This form is exclusively to reserve space at this facility.

Supplier Information ?	
Supplier	UNIVERSITY GUEST HOUSE & CONFERENCE
Fulfillment Address	USHOP University Guest House: 110 S FORT DOUGLAS BLVD SALT LAKE CITY, UT 84113-5036 US
Supplier Phone	+1 801-587-1000

IV. Add Attachments

1. Internal Attachments can be viewed by all UShop users, but will not accompany the PO that is sent to the Guest House.
2. External Attachments are viewable in UShop, and will also accompany the PO that is sent to the Guest House.

Add Attachments ?	
Internal Attachments are viewable only within UShop and do not accompany the PO that is sent to the Guest House.	
Internal Attachments	1
Add Attachments	
External Attachments are sent to the Guest House along with the PO.	
External Attachments	2
Add Attachments	

V. Multiple Guest Reservations

Multiple guest reservations may be included on the same PO. Click this link for instructions. Otherwise, proceed to the next step.

Reserve lodging at the University Guest House by calling (801) 587-1000 before filling out this form. To book a conference venue/event, use the University Guest House Conference Venue Order form. Fields shown in **bold** are required.

*Note: You are able to have multiple guest reservations on the same PO. [Click here](#) for instructions on how to do this.

Confirmation Number

VI. Add and go to Cart

When the form is completed, select Add and go to Cart from the Available Actions dropdown. Click Go.

The order will be moved to a UShop cart. From the cart, Proceed to Checkout and submit the order.

University Guest House Room Reservation Order Form Available Actions: **Add and go to Cart** Go Close

University Guest House Room Reservation Order Form ?

UNIVERSITY GUEST HOUSE & CONFERENCE CENTER

UShop Operations
Financial & Business Services
University of Utah
201 S. President's Circle, Room 170
Salt Lake City, UT 84112
(801) 585-2255
ushop@utah.edu

UShop
MARKETPLACE

Use this form to initiate room reservation(s) for the University Guest House.

Commodity
Code

Room Reservation Details ?

Reserve lodging at the University Guest House by calling (801) 587-1000 before filling out this form. To book a conference venue/event, use the University Guest House Conference Venue Order form. Fields shown in **bold** are required.

*Note: You are able to have multiple guest reservations on the same PO. [Click here](#) for instructions on how to do this.

Confirmation Number

Amount

Guest Name(s)

2000 characters remaining expand | clear

Provide any additional notes for the University Guest House in the box below. This information will print on the PO in the **Additional Details** section.

2000 characters remaining expand | clear

Supplier Information ?

Supplier UNIVERSITY GUEST HOUSE & CONFERENCE CENTER

Fulfillment Address USHOP University Guest House:
110 S FORT DOUGLAS BLVD
SALT LAKE CITY, UT 84113-5036 US

Supplier Phone +1 801-587-1000

Add Attachments ?

Internal Attachments are viewable only within UShop and do not accompany the PO that is sent to the Guest House.

Internal Attachments

External Attachments are sent to the Guest House along with the PO.

External Attachments