

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 Procurement 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 Request for Authorization to Travel for Non Worker (AS516) or Spend Authorization 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 the approved Request for Authorization to Travel for Non Worker (AS516) or Spend Authorization 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 Request for Authorization to Travel for Non Worker (AS516) or Spend Authorization to Cook Conference Center.
4. After the event, Cook Conference Center attaches the approved AS540 and the approved Request for Authorization to Travel for Non Worker (AS516) or Spend Authorization 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.

5. Accounts Payable processes the invoices for payment in the amount authorized by the department on the AS540 and charges the Program, Project, Gift or Grant 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 the department and a Lod Cook representative and routes to the Office of Accounting Services (Travel Office) for review and approval of the AS540.
3. Office of Accounting Services (Travel Office) approves the AS540 and routes to Procurement for approval of the contract for conference room rental. Procurement approves the contract and routes the approved AS540 and contract to the Cook Conference Center.

4. After the event, 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.

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 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. Department completes the AS540, attaches a copy of the menu reflecting prices and routes directly to Accounts Payable for review and approval.
2. If the AS540 also includes conference room rental, Office of Accounting Services (Travel Office) will review and approve the AS540 and forward to Procurement to approve the conference room rental contract. Procurement will forward the approved AS540 and conference room rental contract to the Cook Conference Center.
3. After the event, 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.

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.

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