

MEMORANDUM

TO: Deans, Directors, and Department Chairs
Business Managers
FROM: Carolyn W. Elfland, Associate Vice Chancellor for Campus Services
DATE: September 17, 2002
SUBJECT: Carolina Inn Billing

I am pleased to announce that effective immediately, The Carolina Inn is now a part of the University's electronic billing system. This change will greatly enhance the efficiency for all departments that use the Inn for:

- ?? Individual "transient" guestrooms
- ?? Meetings and Conferences
- ?? Catering Events
- ?? Crossroads Restaurant

When making a guestroom or restaurant reservation you will be asked to complete a billing authorization form. Templates are located on the Accounts Payable web site, under the "Forms" link, <http://www.ais.unc.edu/bfhome/ap/forms.htm>. The forms have been created in Microsoft Excel and can be downloaded and distributed throughout your department. Return completed forms to Kevin Morris, credit manager, by fax or email. Both contact methods are listed on the billing authorization forms.

When making arrangements for group rooms (over 10), conferences or catered events, you will be asked by the Inn's sales manager to complete a master account billing authorization form to specify which FRS account is paying specific charges. For all invoices, a maximum of three (3) FRS accounts can be used.

After charges are incurred, you will receive an information only copy of the invoice for your records. Please do not pay this invoice. The Inn's accounting office will process the invoice, charging the appropriate account. All University related invoices will be processed weekly. A record of all transactions will appear on monthly FRS statements.

Departments and individuals may establish frequent users profiles, and avoid completing billing authorization forms for each guestroom or restaurant reservation. If you have questions pertaining to this new procedure, or want to establish a frequent user profile, please contact Kevin Morris, by phone directly at 918-2748 or by email at Kevin@CarolinaInn.com.