

# Penn State Hospitality Services

## CREDIT CARD AUTHORIZATION FORM For Room Reservations

Date: \_\_\_\_\_ Attention: \_\_\_\_\_

This is to confirm that \_\_\_\_\_ is authorized to use my credit card for payment while staying at your hotel. (For multiple guests, please attach a separate sheet listing each name and confirmation number.)

**Authorized charges:** (Circle One) Room/Tax Only      Room/Tax & Meals      All Charges

**Hotel Name:** \_\_\_\_\_

**Confirmation Number(s):** \_\_\_\_\_

**Arrival Date:** \_\_\_\_\_ **Departure Date:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**CVC/CVV Code:** \_\_\_\_\_ **Exp. Date:** \_\_\_\_\_ **Billing Zip Code:** \_\_\_\_\_

**Cardholder's Name:** \_\_\_\_\_

**Cardholder's Phone Number/E-mail:** \_\_\_\_\_

**Cardholder's Fax Number:** \_\_\_\_\_

Is this University P-Card?  Yes

*By signing below, I authorize the use of the above credit card for the charges incurred during the stay of the above guest(s). I understand that I am responsible for all charges incurred on this account.*

**Cardholder's Signature:** \_\_\_\_\_

### **The Nittany Lion Inn**

200 W. Park Ave.  
State College, PA 16803  
Phone: (814) 865-8500

**FAX: (814) 865-8501**

### **The Penn Stater Hotel**

215 Innovation Blvd.  
State College, PA 16803  
Phone: (814) 863-5000

**FAX: (814) 863-5002**

**\*For Security reasons, the completed form should be FAXED not e-mailed.**

ROOM RESERVATIONS: 1-800-233-7505

[www.pennstatehotels.com](http://www.pennstatehotels.com)