

# ASB Hotel Reservation Request

**Hotel/Motel Name:** \_\_\_\_\_

**Hotel/Motel Phone:** \_\_\_\_\_

**Date Arriving:** \_\_\_\_\_ **Date Departing:** \_\_\_\_\_

**Number of Adults:** \_\_\_\_\_ **Number of Students:** \_\_\_\_\_

**Number of Rooms:** \_\_\_\_\_ **Number of Beds per Room:** \_\_\_\_\_

**Name of Person Requesting Room(s):** \_\_\_\_\_

**Purpose of Stay:** \_\_\_\_\_

**Account to be charged:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**\*\*Return this form and a Purchase Order to Kristy to book 😊**