



UNIVERSITY OF MARYLAND

COLLEGE OF BEHAVIORAL AND SOCIAL SCIENCES

Smart Center

FACSIMILE TRANSMITTAL SHEET

TO: Reservations / Accounting	FROM:
COMPANY: Marriott - UMUC	DATE:
FAX NUMBER: 301-985-7445	TOTAL NO. OF PAGES INCLUDING COVER:
PHONE NUMBER: 301-985-7509	SENDER'S PHONE NUMBER: 301-405-4160
RE: Credit Card Authorization	SENDER'S FAX NUMBER: 301-314-9690

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

Dear Front Desk,

- Please accept this fax as authorization to fax me the invoice from the below traveler's stay. The room and tax was charged to my Master Card listed below.

Guest Name:

Dates of Stay:

Confirmation #:

Please fax me an invoice to Cissy Abu Rumman _____.

Thank you.

Card Holder-

Phone –

Card –

X _____

If you have any questions please call me.