

AHSTW Hotel Request Instructions

To request hotel accommodations, please follow these steps:

1. Complete the AHSTW Hotel Request Form:

- Access the form here: [AHSTW Hotel Request Form](#)

2. Submission:

- Once the form is completed, it will be sent to the Business Office for processing.

3. Reservation Process:

- The Business Office will handle the hotel reservations and complete the Hotel Credit Card Authorization Form on your behalf.

4. Receive Confirmation:

- You will receive an email confirmation of your reservation once it has been finalized by the Business Office.

5. Submit a Requisition:

- After receiving your reservation confirmation, please submit a requisition.
- **Vendor:** First National Bank – Vendor ID: FIRSTNATIO
- **Comments:** Include the Event name, Hotel name, and Dates of stay.

It's best to submit your request early, as we can't guarantee that hotels won't be booked. We can typically cancel rooms if they are no longer needed.

If reserved rooms are no longer needed, please reach out to the Business Office ASAP to get your reservation canceled.

By following these steps, you can ensure that your hotel request is processed efficiently. If you have any questions, please reach out to the Business Office.

Thank you!!