

Kenneth Doherty

From: waynebuy@wayne.edu
Sent: Tuesday, September 23, 2014 3:57 PM
To: ac0578@wayne.edu
Subject: New Pending Approval for Requisition# 54364109

Purchasing Management Review Approval Request for Requisition# 54364109

Dear Kenneth Doherty,

The requisition listed below has been submitted for your approval.

Summary

Folder: Purchasing Management Review
Prepared by: Therese Johnson
Cart Name: 2014-09-18 ad4387 01
Requisition No.: 54364109
Priority: Normal
No. of line items: 1

TOTAL: 30,000.00 USD

Details

Host Marriott Corporation

Event/Banquet/Catering Request

Form Type: Event/Catering Request FT

Item 1

Description: Event -- 2nd Annual Update in Endocrinology conference. Event to be held May 9, 2015 at the Dearborn Inn in Dearborn, MI.
Event Date: 5/9/2015
Event Time: 6:30 AM
Setup Location: 20301 Oakwood Blvd., Dearborn, MI
Catalog Number:
Quantity: 30,000
Unit Price: 1.00 USD
Ext. Price: 30,000.00 USD
Size/Packaging:
Commodity Code: BANQ
Internal Attachments: Dearborn Inn Contract - Dearborn Inn contract.pdf

Form Attachments

Attachments for supplier: Dearborn Inn Contract - Dearborn Inn contract.pdf

FORM TOTAL: 30,000.00 USD

TOTAL: 30,000.00 USD

Accounting

Accounting (Enter Index and Account other elements driven by Index and will populate when save)

Index: 224755 - 2nd Update in Endocrinology
Account Code: 7732 - Receptions
Fund: 1310C - 2nd Update in Endocrinology
Organization: 06D - Continuing Medical Education
Program: 32 - Public Svcs Spons University
Activity:
Location:

Ready to approve, reject or assign this document to yourself? [Take Action](#)

Additional Information

Summary Details

Additional Shipping Not Allowed
Charges:
PASS Receiver No
Override:
Buyer Code: Loretta McClary: (313)577-3731, ac2843@wayne.edu - Loretta McClary: (313)577-3731, ac2843@wayne.edu
Selection Code: S18-Physical Location - Selection based on physical location
Prepay Check No - Prepay Not Required
Request:
Visual Compliance N/A - Not Applicable
Check:
Auto Distribute PO: No
Enclosure Code:
Grouping Indicator:
Internal Reference #:
Standard Document <http://purchasing.wayne.edu/>
Text please visit:
Comments: (0)

Other Possible Approvers

Paula Reyes

Shipping Address

Attn: Therese Johnson
Rm: 9A-UHC
GORDON H SCOTT HALL
540 E CANFIELD ST
DETROIT, MI 48201-1928
United States

[Click here to view the document in your organization's site.](#)

If you have any questions with regard to reviewing/approving this requisition, please contact your SelectSite Support Team.

Support Team Contact Information:
+1 (313) 577-3734
waynebuy@wayne.edu

Thank you,
Wayne State University

Is this email difficult to read? You may choose to receive plain text emails instead by logging into your organization's site and updating your preferred email format on the user identification tab under User Settings in your profile.