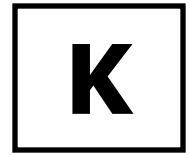


# DECA Hotel Billing Form



This form **MUST** accompany the Hotel Reservation Form (I) and Hotel Rooming List (J).  
Any incomplete applications will be returned.

**Deadline:** January 26, 2012

**Mail or Fax To:** Reservations Manager  
Red Lion Hotel on the River – Jantzen Beach  
909 N Hayden Island Dr  
Portland, OR 97217  
ph: 503.283.4466  
fax: 503.735.4847

In order to check into your rooms, **credit must be established in advance**. This may be done with a purchase order, check or credit card. Purchase orders and checks should be received by **January 26, 2012** and should be for the full amount of your estimated room charges (**plus 12.5% tax**); while credit cards need to be charged at the time of check in. In order to pay for rooms with a credit card you must provide the number below. Delegations not meeting one of the above criteria will not be guaranteed rooms. If you have any questions regarding these billing procedures, please call the hotel and ask for Accounting.

Please indicate payment method:

Purchase Order    Check    Credit Card

**Credit Card Information:**

Type: \_\_\_\_\_ Account Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

I acknowledge the above information and understand that if the deadline is not met for billing information, the rooms for my delegation will not be guaranteed.

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter