

Campus Reservations | 715-425-4444 ext. 187 | reservations@uwrf.edu | www.uwrf.edu/reservations

You will receive all invoices via e-mail from reservations@uwrf.edu.
 Please see the example below to help you.

Example of e-mail you will receive:

The invoice attached is for event(s) your department or organization sponsored at the University of Wisconsin-River Falls.

The department account number referenced will be charged for these fees: **111 2 123456**

PLEASE DO NOT SEND THIS INVOICE TO ACCOUNTING.

Campus Reservations will process a transfer request to Accounting on or around 14 days.
 Questions regarding the actual reservation or account number changes should be directed to reservations@uwrf.edu before the above date.

Thank you,
 Deb Wros
 Campus Reservations

We must receive all 10 digits of your account number.

Your actual notice will have a date specific to when the amount will be transferred for your particular event.

Example of invoice:

Invoice

Customer

Invoice Number: SA4067

Beckie Smith
 College of Cake Decorating
 210 Ag Science Building
 410 South Third Street
 River Falls, WI 54022

Invoice Date: 5/11/2010
 Due Date: 6/10/2010
 Event Name: Baking Awards
 Reservation No.: 34860
 Department Accou 111 2 123456

Bookings / Details

Thursday, April 22, 2010

1:00 PM - 9:30 PM Baking Awards (Confirmed) UC Ballroom

Reserved: 12:00 PM - 11:00 PM

	Quantity	Price	Amount
Room Charge:	1	100.00	100.00
Less 50% Discount			-50.00
Production Services:			
1:00 PM - 9:30 PM Event Equipment			
Yamaha 7' Concert Grand	1		
StageRight 4' x 8' Stage Deck	4	17.30	69.20

The total for your room use only, is \$50.

Less 85% Discount			-58.82
StageRight Z80 8"	2	5.00	10.00
Less 85% Discount			-8.50
StageRight Z80 16"	2	5.90	11.80
Less 85% Discount			-10.03
Table Skirt 30" - Burgundy	3	2.50	7.50
Tablecloth - Burgundy	3	1.00	3.00
Production Services:			
9:30 PM - 11:00 PM Event Staff			
Labor Per Service Hour - ACTUAL(1.5 hours @ 12.00/hr)	1	18.00	18.00
Labor - Kareem Abdelrahman	1		
Production Services:			
9:30 PM - 11:30 PM Event Staff			
Labor - Chang Eun Woo	1		
Labor - Justyn Mileski	1		
Labor Per Service Hour - ACTUAL(2 hours @ 12.00/hr)	2	24.00	48.00
UC Furniture:			
1:00 PM - 9:30 PM Set up			
Divider: portable folding	2		
Coat Racks	2		
UC AV:			
5:00 PM - 9:30 PM Event Equipment			
Projector - LCD(4.5 hours @ 10.00/hr)	1	45.00	45.00
Less 50% Discount			-22.50
<i>This is a computer projector and must be selected whenever a technology podium is used in a room.</i>			
Technology Podium - Large	1		
<i>Contains all of the following: PC Computer, VCR/DVD Player, Document Camera, External Equipment Hookup, Microphone</i>			
Ballroom D Wireless Microphone	1		
Ballroom B/C Wireless Microphone	1		
Catering:			
1:00 PM - 9:30 PM Equipment for 275			
Catering using room as is	2		
Event Manager:			
1:00 PM - 2:00 PM Customer Welcome			
Event Manager(1 hours @ 10.00/hr)	1	10.00	10.00
Event Manager:			
6:00 PM - 7:30 PM Customer Welcome			
Event Manager(1.5 hours @ 10.00/hr)	1	15.00	15.00
Subtotal			187.65
Grand Total			187.65

These items are free.

Only charged for the actual labor time the employee was assisting with the event.

Remember:

If something does not look correct on your invoice, you have 14 days to contact the Campus Reservations office to discuss the issue before funds are charged to your account.

E-mail reservations@uwrf.edu or call 715-425-4444 ext. 149 and ask for Deb Wros, or ext. 150 and ask for Deb Martin.