

Stanford University Account Registration Transfer Request Form

Name of Conference: **High-Power Laser Workshop**
 Conference Date: **October 3-4, 2016**

Budget Office Use Only
Conference Account #
GL Code #56113

Instructions

1. Fill in attendee name, PTA number, and amount. Then print form, get original signatures per instructions below and send to Ryan Auer MS 3.
2. Have each employee sign under Employee Signature.
3. Have the PTA Approver sign to approve the conference attendance and payment.

	First Name	Last Name	PTA#	Registration Amount	Employee Signature (everyone on form)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
			TOTAL		
			Total Charge #	\$	

PTA Approver Signature

Print PTA Approver Name

Form Prepared By

Budget Office Use Only
Approved:
Date Entered: