

# Stanford University Account Registration Transfer Request Form

Name of Conference: LCLS-SSRL Users' Meeting and Workshops  
 Conference Date: October 5-7, 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 Natalie Cramar, SLAC Mailstop 69.
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				\$200	
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: