

Credit Card - Sales Form

MERCHANT INFORMATION:

(For informational purposes only. Do not send this form directly to the merchant.)

Merchant Name: LANL – Treasury Office Merchant Telephone: 505-667-4090
 Merchant Address: P.O. Box 1663, MS P231 Merchant Fax: 505-606-0102
 Los Alamos, NM 87545

Fax completed form to 505-665-2659 or scan/email to conferences@cnls.lanl.gov.

This form is does not take the place of registering. You must still register online.

CNLS Conferences

1. Transaction Date: _____
2. Transaction Amount: \$ _____
3. Payment Description:
 - Housing – Rent Apt # _____
 - Housing – Application Fees
 - Housing - Damage Deposit
 - Travel - POA Trip # _____
 - Insurance
 - Parking Ticket Ticket # _____
 - Conference U Code (LANL Use) U9OJ
 - Other Description _____
4. Contact Phone Number: _____
 Contact email Address: _____
5. Card Holder Name (exact name): _____
6. Credit Card Number: _____
7. Type of credit card: Personal Card Government Card Corporate Card
 MasterCard VISA Discover
8. Credit card - Expiration date: _____
9. 3 digit security code on back of credit card: _____
10. Billing address: _____

12. Authorization #: (merchant use only) _____
13. Cardholder Signature _____

Notes / Names of attendees if different than cardholder:

Please keep a copy of this form as a receipt for your transaction.

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Instructions

This form is provided to facilitate payment of Conference Registration Fees for conferences presented by Los Alamos National Laboratory's Center for Nonlinear Studies. This form must be completed in full and signed to be valid. For your convenience, sections that do not apply have been greyed out.

Send completed forms to:

Fax: 505-665-2659

Scan/email: conferences@cnls.lanl.gov

Post-mail: CNLS / LANL Attn- Conference Services

Mail Stop B258

Los Alamos, NM 87545

If you have any questions about this form or the conference, please call 505-664-0187 or email conferences@cnls.lanl.gov.

You must also register in addition to submitting this payment form.

1. Your card will be processed the week following the conference.
2. The amount charged may not include alcohol. It may be for registration fees and additional banquet fees if applicable. **It may be for more than one attendee.**
3. For LANL internal use. Please skip this section.
5. Name must be printed and legible. Please spell name exactly as it appears on the card.
7. Please select 1 box from each line. We only accept Visa and MasterCard.
9. This security code will be the last 3 digits printed on the back of your card on the signature line.
10. Billing address is the address to which your credit card statement is mailed.
13. Please sign. List any attendees this payment should be applied to.

Please keep a copy of this form as a receipt for your transaction.