

## 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](mailto:conferences@cnls.lanl.gov).**

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

**Kraichnan / Turbulence Conference**

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) \_\_\_\_\_
  - 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](mailto: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](mailto: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.**