

## Credit Card - Sales Form

**MERCHANT INFORMATION:**

Merchant Name: LANL – Treasury Office

Merchant Telephone: 505-667-4090

**Fax completed form to 505-665-2659 or scan/email to [conferences@cnls.lanl.gov](mailto:conferences@cnls.lanl.gov).**

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 \_\_\_\_\_

Other    Description \_\_\_\_\_

4. Z number: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

5. Card Holder Name (exact name): \_\_\_\_\_

6. Credit Card Number: \_\_\_\_\_

7. Type of credit card: Personal Card     Government Card     or Corporate Card

**and**  MC or  VISA

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 \_\_\_\_\_

**Names of attendees if different than cardholder:**

\_\_\_\_\_

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

## Credit Card - Sales Form

### 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).**

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.**
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.**