

Stanford University Account Registration Transfer Request Form

Name of Conference: Workshop on Small-Angle X-ray Scattering and Diffraction Studies in Structural Biology
 Conference Date: March 18-20, 2013

Budget Office Use Only
Conference Account #
GL Code #56113

Instructions

1. Fill in attendee name, PTA # or STAP, and amount. Then print form.
2. Have each employee sign under Employee Signature.
3. a) If using a PTA#, have an authorized approver sign to approve the conference attendance and payment.
 b) If using STAP, the immediate supervisor must sign to approve the conference attendance and payment.
4. Send the completed form to Amy Koh, M/S 69 for processing.

	First Name	Last Name	PTA # or STAP	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		

PTA Approver Signature

Print PTA Approver Name

Form Prepared By

Budget Office Use Only
Approved:
Date Entered: