

Turn Completed Form into Ackerman Union A262G (Check in at the Information Window)

## ASUCLA TAX ID LETTER REQUEST

*Student Organizations requesting Tax ID must be established account holders with ASUCLA Student Government Accounting*

Student Organization

Is the Organization registered with the Center for Student Programming (CSP)?  YES  NO

Is the Organization registered with the Community Programs Office (CPO)?  YES  NO

*For Office Use Only*

Verified Database on:

Student contact

Telephone #:

E-mail Address:

Name of vendor

Vendor contact person

Vendor address

Name of event for which donation is being made

Description of Event:

Date of Event:

*\*\*Please note: Checks must be made to "ASUCLA." Indicate your organization's name on the check. Turn in check to Student Government Accounting (SGA): 308 Westwood Plaza, Kerckhoff 332, Los Angeles CA. 90024*

List items donated or amount of money

Letter to be:  Mailed to Vendor  Picked Up  Faxed to Vendor

Fax #:

*I, hereby, acknowledge that I will not use the ASUCLA tax id number for unauthorized purposes.*

*The ASUCLA Tax ID number cannot be used in connection with off-campus or credit union accounts.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

*For Office Use Only*

Approved \_\_\_\_\_

Declined \_\_\_\_\_

Upon Confirm \_\_\_\_\_

Notes