

Institute for Research on Labor & Employment

GUEST SPEAKERS

Providing all of the required documentation at the time of the original submission will allow for the payment to be processed in a timely manner. If any of the mentioned items are omitted, the payment will be delayed.

FILL OUT BY GUEST Speaker:

Guest Speaker's Name:

Date:

Mailing Address (where the check is to be mailed):

Phone:

City, State, Zip:

E-mail:

FILL OUT BY REQUESTOR

Requestor's Name:

Date of Event

Amount:

Location of Event

Name of Event

Business Justification: Please describe briefly why this person was invited as a guest speaker.

If payment is \$300 or more, or if payee has been paid by the University, they must submit a W-9.

<https://www.vendor.accounting.ucla.edu/w9>

FINANCE PERSONNEL USE ONLY

AUTHORIZED SIGNATURE: _____

ACCOUNT TO CHARGE: _____

SUB: **03** OBJECT CODE: **3345**

BRUINBUY PROCESSOR ONLY

PO NUMBER: _____

DATE ENTERED: _____