

**DEPARTMENT OF CHEMISTRY
UCLA
Department Requisition**

| Vendor | |
|--------|--|
| Name | <u>UCLA Travel Center</u> |
| Street | <u>10920 Wilshire Blvd., Suite 100</u> |
| City | <u>Los Angeles</u> |
| State | <u>California</u> Zip <u>90024</u> |
| Phone | <u>1-800-235-UCLA</u> |

| Deliver To | |
|------------------------|------------------------------------|
| Deliver to | <u>John Doe</u> |
| Room No. | <u>YH 5034</u> Ext. <u>X57071</u> |
| Name of acct. | <u>Curie 400406-MC-62552</u> |
| Delivery Date Required | <u>Please fax PAC # to travel.</u> |

| Chemistry Business Office Use Only | |
|------------------------------------|-----------------------------------|
| P.O. No. | _____ |
| Acct. No. | _____ |
| Will Ship | _____ |
| | Type of Shipping _____ date _____ |
| Confirmed By | _____ |
| | Name _____ date _____ |

Purpose or Use: see below

Approved PI must sign _____
(supervisor or research director) date _____

Please allow minimum of 24 hours for processing.

If order is urgent please indicate nature of urgency:

| Qty | Unit of Issue | Description | Catalog # | Unit Cost | Total Cost |
|-----|---------------|--|-----------|-----------|------------|
| | | Airline Reservation for John Baker Doe | | | 470.60 |
| | | Marie Curie Lab member | | | |
| | | Reservation code: GFGTIC | | | |
| | | Travel agent service fee | | | 30.00 |
| | | Purpose: attend ABABA 2007 conference in Dallas, Texas | | | |
| | | | | | |

6/3: AA#2442 Leaves LAX at 11:15am

6/8: AA#4031 Leaves IND at 10:10am

| | |
|-----------|---------------|
| Sub Total | 500.60 |
| Sales Tax | |
| Shipping | |
| TOTAL | 500.60 |