

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

ASUCLA TAX ID LETTER REQUEST

For the use of USAC Offices and Commissions who are soliciting or have received donations from Vendors or Individual Persons in order to provide the donor with proof of ASUCLA's non-profit status.

USAC Group

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:

Is this a request for a generic letter (an actual donation has not yet been made or agreed upon)?

☐

YES

☐

NO

If a donation has been made, list items or amount of money donated (please be as descriptive as possible):

****Please note: Checks must be made out to "ASUCLA-USA." 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**

Letter to be:

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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