

Note: All non-employee address information is required. Forms with missing or incomplete information will be returned. Use only a full, legal name. Nicknames or alias are not allowed.

Non-Employee Information

First Name: _____

Middle Name: _____

Last Name: _____

Email: _____

Phone Number: _____

Address Line 1: _____

Address Line 2 (Indicate if N/A): _____

City: _____

Zip/Postal Code: _____

State and/or Province: _____

Country: _____

Preferred Reimbursement Method

Check

Reimbursement will be mailed to the address provided above.

Zelle®

This option is only for individuals with a U.S. bank account.

If you choose Zelle®, please provide the linked account information:

Phone Number: _____

Email: _____

I certify that I have reviewed the completed Guest Profile Setup Form in its entirety and all information contained within is true and accurate to the best of my knowledge.

Recipient Signature: _____ Date: _____

RETURN COMPLETED FORM TO PURCHASING@HISTORY.UCLA.EDU