To process Sponsorships/Donations, Luskin Purchasing needs the following documents:

* [Luskin Order form](http://luskin.ucla.edu/wp-content/uploads/2016/07/LuskinOrderRequestForm.xlsx)
* Invoice
* [W9](https://www.irs.gov/pub/irs-pdf/fw9.pdf) and email address (Note: we cannot processes W9 without email address for vendor or individual)
* Sponsorship/ Contribution worksheet (<https://www.purchasing.ucla.edu/accounts-payable/forms/forms-resources>)
* Approved logo request form (<https://www.adminvc.ucla.edu/marks>)