

ADDRESS CHANGE OR ADD FORM

This document is to be completed if your department needs to change your permanent ship-to address, or add an another location to your department. Complete all applicable sections below and submit to the Purchasing Department via email to help@gateway.procurement.ucsb.edu.

Requested By	
Department Code	
Date	

For an On-Campus Address:

Address Line 1	University of California
Address Line 2 (building)	
City, State	Santa Barbara, CA
ZipCode	93106
Mail Code	

For an Off-Campus Address:

Address Line 1	
Address Line 2	
City, State	
ZipCode	
Country	

COMMENTS:
