GSAPP's Shortlist of Preferred Columbia-Approved Vendors for GSAPP Student Organizations

REMINDERS:

- **For All-GSAPP Student Organizations:**
  - do not contact a vendor without contacting Elias Saber-Khiabani first!
  - copy Elias Saber-Khiabani (es4121@columbia.edu) on all correspondence with vendors

- **For Program-Affiliated Student Organizations:**
  - do not contact a vendor without contacting your Program Assistant Director first!
  - copy your Program Assistant Director on all correspondence with vendors

- **Approval Process:**
  - All expenses must be listed in the student organization's budget and pre-approved:
    - for All-GSAPP student organizations by Student Council and Student Affairs
    - for Program-affiliated student organizations by the Program Director or Program Assistant Director
    - for publications/printing expenses, the student organization's Faculty Advisor must review and approve the content in advance
    - for honorarium expenses, the student organization's Faculty Advisor and Events Office must review and approve the invited guest speaker and event proposal in advance

- **Alcohol:**
  - Student organizations cannot have alcohol on campus under any circumstances.
  - Student organizations cannot purchase alcohol UNLESS it is for a GSAPP-approved 6on6 at an off-campus venue with a liquor license. Please speak to Student Affairs for more information.
  - If alcohol is being served at an off-campus 6on6, food must also be served.

- **General:**
  - DO NOT pay for anything out-of-pocket (you will not be reimbursed).
  - Columbia University is tax-exempt in New York State (make sure all invoices reflect this).
  - Reasonable gratuity can be added to the invoice (not to exceed 20% of itemized invoice).
  - An official invoice with the Vendor's name and logo (if applicable), payment remit address, invoice number, invoice date, itemized goods, and amount due should be directed to GSAPP's mailing address for payment processing within thirty days of incurring the expense. Program-affiliated student organizations should submit all paperwork to their Program Assistant Director. All-GSAPP Student Organizations should submit to:

    Elias Saber-Khiabani
    Assistant Director of Student Affairs
    400 Avery Hall
    Graduate School of Architecture, Planning and Preservation
    Columbia University
    1172 Amsterdam Avenue
    New York, NY 10027
    (212) 854-3450
    studentaffairs@arch.columbia.edu

FOOD/DRINK VENDORS

Amity Hall Uptown
- bar food; alcohol if renting the space
- 982 Amsterdam Avenue, New York, NY 10025
- contact: info@amityhalluptown.com

Arts & Crafts
- plant-based bar food; alcohol if renting the space
- 1135 Amsterdam Avenue, New York, NY 10025
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

BO's Bagels
- bagels; coffee
- 235 West 116th Street, New York, NY 10026
- contact: catering@bosbagels.com

Brewpunk Collective
- plant-based baked goods; coffee
- 100 Avery Hall, 1172 Amsterdam Avenue, New York, NY 10027
- contact: hello@brewpunk.co

Café East
- East Asian cuisine; baked goods; coffee
- Lerner Hall, Floor 2E, 2920 Broadway and 115th Street, New York, NY 10027
- contact: cafeeast168@gmail.com

Dig Inn
- general catering; salads and bowls
- 2884 Broadway, New York, NY 10025
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

Ellington in the Park
- bar food; alcohol if renting the space
- West 105th Street and Riverside Drive, New York, NY 10025
- contact: koren@ellingtoninthepark.com

Famous Famiglia
- pizza
- 2859 Broadway, New York, NY 10025
- contact: 1-212-865-1234

Massawa
- Eritrean and Ethiopian cuisine
- 1239 Amsterdam Avenue, New York, NY 10027
- contact: info@massawanyc.com

Roti Roll (Bombay Frankie)

- Indian cuisine
- 994 Amsterdam Avenue, New York, NY 10025
- contact: 1-212-666-1500
- contact: bmbcorp992@gmail.com
- Name: BMB Corp., DBA "Roti Roll (Bombay Frankie)"

Samad's Gourmet

- Middle Eastern cuisine
- 2867 Broadway, New York, NY 10025
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

Sidewalk Tacos

- Mexican cuisine
- 2163 Second Avenue, New York, NY 10029
- contact: sidewalktacos@gmail.com
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

Sugar Hill Creamery

- ice cream
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

Super Nice Coffee & Bakery

- baked goods, coffee
- 196 West 108th Street, New York, NY 10025
- contact: supernicenyc@gmail.com

Symposium Greek Taverna

- Greek cuisine
- 544 West 113th Street, New York, NY 10025
- contact: info@symposiumnyc.com

Ten Twenty (1020) Bar

- bar food; alcohol if renting the space
- 1020 Amsterdam Ave, New York, NY 10025
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

University Event Management

- general catering, but very pricey
- for assistance with placing an order (at least 1-week's notice):
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

Westside Market

- groceries/snacks for pickup; catering for delivery
- 2840 Broadway, New York, NY 10025
- contact: catering110@wmarketnyc.com

PUBLICATIONS/PRINTING VENDORS

University Print Services

- publications; printing
- 106 Pulitzer Hall, 2950 Broadway, New York, NY 10027
- obtain a quote: https://print.columbia.edu
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

Linco Printing, Inc.

- publications; printing
- 50-22 23rd Street, Long Island City, NY 11101
- obtain a quote: estimator@lincoprinting.com; 1-718-937-5141, ext: 101
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

OTHER VENDORS

4imprint

- merchandise/swag (e.g., shirts, hats, mugs, tumblers, etc.)
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director

Staples

- paper/office supplies
- for assistance with placing an order:
    - All-GSAPP Groups: e-mail Student Affairs
    - Program-Affiliated Groups: e-mail your Program Assistant Director