
Today's Date

Submitted By (Print Name)

Accounts Payable
615 West 131st Street,
Studebaker, Floor 4
New York, NY 10027

Please pay the attached invoice for food/alcohol,

OR

Reimburse the individual for receipt #: _____

***Date of event:* _____**

- Food/alcohol (dinner only), mid-term/final studio juries; visiting critics and GSAPP faculty are given lunch here and often taken to dinner.
- Food/alcohol for student parties: _____
- Food/alcohol for scheduled lectures and symposia: _____
- Food for faculty meetings: _____
- Class lectures/colloquia: _____
- Other: _____

Amount for Food: \$ _____

Amount for Alcohol: \$ _____

List names of attendees if 10 or less (or attach list), include affiliations to the University, and provide approximate numbers below:

_____ Faculty
_____ Students
_____ Other (specify) _____

Names below if 10 or less:

