

Columbia University
IN THE CITY OF NEW YORK
THE GRADUATE SCHOOL OF ARCHITECTURE PLANNING AND PRESERVATION
400 AVERY HALL

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:

