



Dear Prospective Vendor,

Mailman School of Public Health at Columbia University would like to invite your company to join our vending services. As we begin to launch our vendor list to be utilized by all our student organizations for their programming events we would like to add your company to the list!

Attached you will find the necessary paperwork that your manager/owner would need to complete, a detailed list explaining the payment process, and for your convenience we have attached a blank order form for your records to ensure a timely response.

We look forward to working with you in the near future!

Respectfully,

Mariaelena Barbosa
Assistant Director
Office of Student Affairs
Mailman School of Public Health
Columbia University



Vendor Policy and Procedures

Companies wishing to become a recognized vendor with Columbia University (CU) Mailman School of Public Health (MSPH) can obtain a vendor packet in the Office of Student Affairs (OSA) or online at: <http://sklad.cumc.columbia.edu/sph/studentlife/> Vendors must complete packet and return to the OSA office for processing. Vendor packet takes approximately one month for processing.

Student organizations wishing to use a vendor must meet with their Advisor at MSPH for program planning. The OSA Advisor (Mariaelena Barbosa) will place orders directly with the vendor (your company). OSA can only use vendors that are registered with Mailman School of Public Health (MSPH). **Students are not allowed to make orders directly with vendors** unless they are paying with personal funds. The Office of Student Affairs will not be responsible for orders that are made by students. Students wishing to place an order should be referred back to MSPH, OSA office located at 722 W. 168th Street Suite 1030 otherwise the student will be financially responsible for the vending services requested upon making order/request for services.

Invoice / Prepayments

In order to ensure a timely payment method, all vendor receipts must be submitted to the office of Student Affairs within 24 hours after the event/program takes place. Timeline of reimbursements can take up to 4 to 6 weeks for entire processing to occur. If the payment has not been paid after this timeline, vendor can speak with Cynthia Powell the Associate Director of Finance & Administration to further investigate the payment status at (212) 305-3775.

Vendors that request prepayment must do the following at least 6 weeks in advance of event/program date in order to ensure a timely prepayment method. Timeline of prepayment can take up to 4 to 6 weeks for entire processing to occur. If the payment has not been paid after this timeline, vendor and or student organization can speak with the Associate Director of Finance & Administration to further investigate the payment status.

- Invoice must have an invoice number
- Invoice must have total amount including delivery charges if necessary
- Invoice must have tax ID # (if contractor please provide SSN#)
- Invoice must have company address, phone, fax, and contact information