Credit Form

To: ________________________________

From: ISERP/PER, Columbia University

Please allow the person listed below to charge purchases to ISERP using this letter of credit. The appropriate invoice(s) and a copy of this letter should be sent to ISERP Accounts Payable.

Also note we are a tax exempt organization. Our tax exemption number is 127902.

If you have questions or require additional information, please contact iserp-accounts.payable@columbia.edu

Thank you,

X ____________________________________________

Not Valid Without DA Signature from:
Dralca Mercado, Business Officer
Adrianna Cedeno, Assistant Director, Finance & Admin
Jo-Ann Espaillat, Director, Finance & Admin

Invoice Remittance Information:
ISERP Accounts Payable
Institute for Social and Economic Research and Policy
International Affairs Building Suite 370
420 West 118th Street, Mail Code 3355
New York, NY 10027
tel: 212-854-1414ax: 212-854-8925
e-mail: iserp-accounts.payable@columbia.edu
web: http://www.iserp.columbia.edu

In order for payment to be authorized, the ISERP affiliate coordinating payment must complete the following section:

Brief description of event (including date, event name/purpose, number of attendees, and if less than 10 individuals please put the names of attendees):

_________________________________________

_________________________________________

_________________________________________

_________________________________________

ChartString _____________________________________________
Total expense (incl. tip): ____________________________

Prepared by: _________________________________ / ________________________________

_________________________________________

ISERP affiliate’s signature ISERP affiliate’s printed name

Email: ____________________________ Phone #: ____________________________