

Purchase Request Form

PENDING APPROVAL

INSTRUCTIONS TO VENDOR/SUPPLIER

Tax ID No: 13-5598093 Tax Exempt No: 127902

INVOICE SUBMISSION INSTRUCTIONS: A legible, complete copy of this Purchase Request form and a final, itemized invoice must be sent to University Life at the email below within 30 days of the transaction and the current academic year. Note: Failure to provide a copy of the requested information above will result in delayed or no payment.

University Life - Email: IGBfinance@columbia.edu

Total Amount Requested: * 2000

Purchase Request

Student Group: *

Project #: * AG002620
This can be found at the top of your group's CampusGroups dashboard.

Advisor: *

Type of purchase: *

- Preferred Vendor Purchase
- P-card Purchase
- Performer (Artist, DJ, Model, Musician, etc.)
- Speaker
- Photographer/Videographer
- Instructor, Facilitator, Workshop/Training
- Other Outside Vendor - NO CONTRACT (e.g. swag)
- Other Outside Vendor - WITH CONTRACT (e.g. graphic designer)

If you are unsure of the purchase type, add a comment below describing the purchase:

Comments:

Preferred Vendor Purchase

Preferred Vendors will accept an approved, printed copy of this form as payment. P-cards cannot be used for these vendors; a Purchase Request is the only acceptable form of payment. [See the full list of Preferred Vendors.](#) (Access link by right-clicking and selecting "Open in a New Tab".)

If the purchase total is greater than the total approved amount on this form, you will be liable to pay the remainder, without reimbursement. To avoid this, increase your request amount slightly as a buffer.

Please check the following box: *

I have read and acknowledge the Preferred Vendor Purchases policy.

Purchase Details

Please describe the business purpose of this purchase request: *
(Minimum words: 20)

Columbia Korean Students Association (KCSA) will purchase food and catering supplies for our Easter Worship and Fellowship event on April 5, 2026, held at URIS 107. This event will bring together approximately 60 students to celebrate Easter through a worship service followed by a shared meal. Providing food is essential to facilitate community building, encourage student engagement, and create a welcoming environment for both members and new attendees. This event aligns with KCSA's mission to foster a supportive and connected Korean student community at Columbia University through cultural and community-based gatherings.

A valid business purpose describes why this purchase is necessary to conduct University business - include who, what, when, where, and why. Your description should also clearly explain how this event aligns with your club's mission and goals.

Example: "Columbia Ping Pong Club purchased food, tablecloths, and decor for our Jamboree event on 5/1/25 in Lerner to celebrate our victory at the Ping Pong tournament."

IMPORTANT: Requests without a specific and valid business purpose should not be approved and payment cannot be processed without it.

Describe the specific items you will purchase using this request form: *

Catering items including pulled pork, beef brisket, grilled chicken, fresh salad, mashed potatoes, and other side dishes for approximately 60 attendees.

RESTRICTED ITEMS: Restricted items include, but are not limited to: cash, cash-equivalent gifts/gift cards, furniture.

Preferred Vendors: *

Dinosaur BBQ - BBQ/American (traditional)

Amount to be spent from allocation: *

2000
Enter '0' if not applicable.

Amount to be spent from revenue: *

0
Enter '0' if not applicable.

Event/Program Details

Event name: *

Easter Feast

Event description: *

The Easter Worship and Fellowship event is a community gathering hosted by the Columbia Korean Students Association (KCSA) to celebrate Easter through a worship service followed by a shared meal. The event aims to bring students together in a welcoming environment, fostering connection, community engagement, and cultural exchange among attendees.

Event date: *

05 Apr 2026

Submit future dates only. Purchase Requests for past events will not be approved.

Event location: *

URIS 107
Please include campus building and room number.

Estimated attendance for your event: *

60

Acknowledgement

Your name: *

Ian Choi

Your Columbia email address: *

ic2561@columbia.edu

Please sign to agree to the statement below: *

Ian Choi

By signing, I agree this form is being used to conduct legitimate business on behalf of a recognized student organization or administrative group. If found otherwise, I, the submitter

may be held financially accountable for purchases made. I agree this purchase is aligned with my organization's mission and regular operating activities. I understand that there may be additional information or documents Columbia University will require to be able to make this payment, including, but not limited to: vendor's W-8 or W-9 tax form and/or issuance of a purchase order.