

**PURCHASE FORM  
(FOOD AND MERCH ONLY)**

TO BE USED FOR PURCHASES LESS THAN \$999.99

**CD Office ONLY**

Club Name: \_\_\_\_\_

P.F. # \_\_\_\_\_

c/o Central Depository  
314 Student Center  
2900 Bedford Avenue  
Brooklyn, NY 11210  
Phone: 718.951.5550 Fax #: 718.951.4315

P.F. Date \_\_\_\_\_

Program Code # \_\_\_\_\_

Funding Source # \_\_\_\_\_

**Vendor Information**

Vendor (WHO YOU ARE ORDERING FROM): \_\_\_\_\_

Vendor Phone #: \_\_\_\_\_ Vendor Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Item Information**

Quantity	Promo Merchandise Only [Website Item Number]	Description	Price per item	Total Price

Net 30 days

Event Date: \_\_\_\_\_

**EMAIL THIS FORM TO:  
CD@BROOKLYN.CUNY.EDU**

Sub Total \_\_\_\_\_

Shipping \_\_\_\_\_

Total \_\_\_\_\_

Please attach quote and event confirmation

**Once this purchase form is signed, the agreed-upon amount or items cannot be changed.**

Club contact person(s) name: \_\_\_\_\_ Club contact person(s) phone #: \_\_\_\_\_

Club contact person(s) email: \_\_\_\_\_

Authorized signature (Signed by Central Depository): \_\_\_\_\_

New York State Tax Exemption Organization Number EX - 259843

- Note: You would NOT use this form if:**
- If your group is buying an asset that needs to be tagged.
  - There is a contract with from the vendor terms and conditions.
  - The vendor quires a college order