

**C O L U M B I A U N I V E R S I T Y**  
department of **B i o l o g i c a l S c i e n c e s**

**Biological Sciences, Columbia University**

To Order: Print this page. Fill in your order. Obtain authorized signature from Sarah Kim, Jaya Santosh, or Josh Sakolsky. **Send this form by Fax, and then call 212 865.8840 to confirm that it has been received.** Once you receive your order/delivery, attach the pink or yellow invoice to this page and submit to the 600 or 500 Fairchild offices for payment.

**Biological Sciences Memorandum**

To: Apple Tree Supermarket  
From: Columbia Biology  
Date:  
Fax: 865.0309  
No. of Pages including this one: \_\_\_\_\_

---

The following order may be charged to our Biological Sciences account.

Purpose: \_\_\_\_\_

Charge to: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Day / Time to be delivered: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ (Note: If <10 attendees, please list names below)

Project#: \_\_\_\_\_ Act \_\_\_\_\_ Initiative \_\_\_\_\_ Segment \_\_\_\_\_

Delivery location: \_\_\_\_\_

*Authorized Signature:* \_\_\_\_\_  
Jaya Santosh (212-854-5678) or Sarah Kim (212-854-2313) or Josh Sakolsky (212-854-5016)

Apple Tree: Please verify that the signature line above is signed by Jaya Santosh (212-854-5678), Sarah Kim (854-2313) or Josh Sakolsky (212 854 5016) before filling this order.