

# **New Club Officer Training**

# **Finances**

**April 2011**

# Congratulations on your election!

You now have the opportunity and responsibility to shape student life at Columbia Business School.

# Student-Run Organizations

## Board Expectations

- You set your objectives and strategy; the administration is here for guidance, institutional perspective and problem solving.
- You decide how to spend your club's money; we require that your spending fall within the University's guidelines.

# What are club requirements?

- Each club must charge dues
- Each club must have at least **three officers**  
(President, VP Finance, and VP Events/Programs.)
- Clubs must hold **3 events per semester.**
- Clubs must attend **Association Day** each term.
- Officer lists and websites must be current.
- All clubs must have a balanced budget.
- All clubs must follow the elections guidelines.
- All clubs must have an up-to-date constitution

# Club Events

- If you are serving food or drinks at your event you must request a room cleaning by emailing [ops\\_uris@gsb.columbia.edu](mailto:ops_uris@gsb.columbia.edu) or stopping by the Operations Office in Uris 217.
- Custodial Charges (one hour minimum)
  - Regular \$44/hour/per custodian
  - Overtime \$58/hour/per custodian
- These charges will show up on your club's account as "FAC MGMT IDI ON WEB"

# Club Events

- Revenue from ticket sales can be collected through the event management system
  - Set up an RSVP link to collect payment
- These credits will show up in your account under sub code 0700 and will be labeled with the event title that was input in EMS

# Your University Spending Account

- Each club has a 6 digit Account Number starting in “99”
- Your club’s University spending account is NOT like a checking account – you can’t deposit and withdraw funds at will
- There are University rules and regulations that you must follow
- That’s why we are here to help you

# Your University Spending Account

- In order for Columbia University to maintain its status as a non-profit, all payments made by the University must be audited to ensure that they comply with IRS regulations.
- This is why it is important for you to consult with the Student Affairs Business Office regarding anticipated spending of funds from your University account.



# Your University Spending Account


- The easiest way to pay expenses is to work with a local vendor that accepts the Columbia Business School voucher.
- The Vendor List can be found online in the Student Guide here:

[Catering and Other Recommended Vendors](#)

- Or you can pick up a hard copy in Uris 105 ,111 or the Business Office in Uris 113.

# The CBS Voucher

Flyer #:  
**105-1300**

 **Columbia Business School**

**Event FLYER**

- **Student Name: Peter Parker**
- **Event Title: Investment Banking Club kick-off event**
- **Purpose of Event: Introducing new members to the Club**
- **Date and Time of Event: 10/21/2009 at 7:00pm**
- **Venue/Location: Havana Central**
- **Number of Attendees: 45 people**

To pick up a voucher, stop by Uris 105, 111 or 113 and fill out an Event Flyer with the details of your event.

# Using The CBS Voucher

 Columbia Business School

Voucher #:  
105-1300

VENDOR CHARGE AUTHORIZATION

DATE OF EVENT: 09/18/2009

VENDOR NAME: MILANO MARKET

CLUB NAME: RUGBY CLUB

OFFICER: ANDREW MAXWELL

ACCOUNT NUMBER: 992022

EVENT: KICK-OFF EVENT

NUMBER OF PEOPLE ATTENDING: 35

This memo confirms that the officer above is authorized to charge \$ 100.00  
Tip + \$ 20.00  
Total = \$ 120.00


THIS MEMO MAY ONLY BE USED BY COLUMBIA BUSINESS SCHOOL'S OFFICE OF STUDENT AFFAIRS AND STUDENT CLUBS.

Please return this memo with the original invoice to the following address:

Columbia Business School  
Office of Student Affairs  
Uris Hall, Room 111  
3022 Broadway  
New York, NY 10027  
Attention: Amy Tenney

Any questions regarding accounts or billing please call (212)-854-5563.

Signed,

Amy Tenney, Associate Director, Operations: 

The vendor will take your voucher at the time of service and then send it back to us with an invoice. The University will then cut a check from your account and send it to the vendor.

# Vendors Not on the List

- We can also process payments to vendors who are not on the vendor list.
- We will need an invoice and signed W9 form from the vendor, and a flyer/invitation with info on your event.
- Please allow 5 to 10 business days for invoice payments. This allows time for transaction to be audited and payment check to be prepared and mailed to vendor.

# Sample Invoice and W9 form

<p><b>[Your Company Name]</b> [Your Company Slogan]</p> <p><b>INVOICE</b></p> <p>INVOICE # [100] DATE: AUGUST 6, 2009</p>							
<p>[Street Address] [City, ST ZIP Code] Phone [(509) 555-0190] Fax [(509) 555-0191]</p>	<p>SHIP TO: Columbia Business School Attn.: [Contact Person] 3022 Broadway, Urís Hall, Room 111 New York, NY 10027 Ph.: 212 854 5563</p>						
<p>TO: Columbia Business School Attn.: [Contact Person] 3022 Broadway, Urís Hall, Room 111 New York, NY 10027 Ph.: 212 854 5563</p>	<p>SHIP TO: Columbia Business School Attn.: [Contact Person] 3022 Broadway, Urís Hall, Room 111 New York, NY 10027 Ph.: 212 854 5563</p>						
<table border="1"> <thead> <tr> <th>DESCRIPTION</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL DUE</td> </tr> </tbody> </table>		DESCRIPTION	AMOUNT			TOTAL DUE	
DESCRIPTION	AMOUNT						
TOTAL DUE							
<p>Make all checks payable to [Your Company Name] If you have any questions concerning this invoice, contact [Name, phone number, e-mail]</p> <p>Thank you for your business!</p>							

<p><b>W-9</b> Form (Rev. October 2007) Department of the Treasury Internal Revenue Service</p>	<p><b>Request for Taxpayer Identification Number and Certification</b></p>	<p>Give form to the requester. Do not send to the IRS.</p>
<p>Name (as shown on your income tax return) <b>Peter Parker</b> Business name, if different from above</p>		
<p>Check appropriate box: <input checked="" type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company, Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) <input type="checkbox"/> Exempt payee  <input type="checkbox"/> Check the box(es) <input type="checkbox"/> Address (number, street, east west, or suite no.) Requester's name and address (optional)  <b>1111 Broadway - Apt. 4A</b>  City, state, and ZIP code  <b>New York, NY 10001</b>  List account number (if any) (optional)</p>		
<p><b>Part I Taxpayer Identification Number (TIN)</b> Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get an EIN on page 3. Note: If the account is in more than one name, see the chart on page 4 for guidelines on which number to enter.</p>		
<p><b>Part II Certification</b> Under penalties of perjury, I certify that:  1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and  2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and  3. I am a U.S. citizen or other U.S. person (defined below).  <b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid acquisition or construction period, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 3.</p>		
<p>Sign Here Signature of U.S. person</p>	<p><i>Peter Parker</i></p>	<p>Date <b>09/09/09</b></p>
<p><b>General Instructions</b> Section references are to the Internal Revenue Code unless otherwise noted.</p> <p><b>Purpose of Form</b> A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest paid, acquisition or construction period, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends. You are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 3.</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> <li>1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).</li> <li>2. Certify that you are not subject to backup withholding, or</li> <li>3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.</li> </ol> <p>Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.</p>		
<p><b>Definition of a U.S. person.</b> For federal tax purposes, you are considered a U.S. person if you are:  • An individual who is a U.S. citizen or U.S. resident alien,  • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,  • An estate (other than a foreign estate), or  • A domestic trust (as defined in Regulations section 301.7701-7).</p> <p><b>Special rules for partnerships.</b> Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.</p> <p>The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:  • The U.S. owner of a disregarded entity and not the entity,</p>		
<p>Cat. No. 10291X</p>		<p>Form W-9 (Rev. 10-2007)</p>

The accounts payable office must have a W9 form on file for any vendor who receives payment from the University

# Applying for Reimbursement

- If the vendor does not agree to invoice the school, please stop by the Business Office in Uris 113 to discuss alternative methods of payment
- Before paying out of pocket, you will need to get “Pre-Approval” from the Business Office. Expenses that haven’t been pre-approved will not be reimbursed.
- Reimbursements ARE NOT guaranteed. The University will review your application and make a decision.
- DO NOT pay for anything that is not a physical object without talking to the Business Office first
  - You CAN request for reimbursement to pay for food, supplies, tickets to a show, membership fees
  - You can NOT request for reimbursement to pay for a designer, workshop leader, or any other type of consultant

# Applying for Reimbursement

To apply for reimbursement students must submit:

- Receipt
  - ORIGINAL restaurant receipts must be itemized and show alcohol costs. Alcohol should be listed as a segregated expense on the Travel and Business Expense Report.
- Proof of payment (credit card receipt or copy of cancelled check)
  - Your name must be reflected on the proof of payment. If you pay for the expense with a credit card, you will need to provide a copy of your credit card statement which reflects your name, last 4 digits of your credit card number, and the charges being reimbursed.
- Flyer (or email) advertising your event
- A completed, signed Travel and Business Expense form

# Reimbursements

- Reimbursements take 5 to 10 business days to be processed.

- Receipts must be submitted within 10 business days of occurrence of the date on the receipt.

- Receipts older than 120 days will require approval from the Dean's Office.

- Please note that the University will only reimburse expenses that fall within University spending guidelines.

Revised March 6, 2007

### TRAVEL & BUSINESS EXPENSE REPORT

Page      of     

Columbia University in the City of New York  
OFFICE OF THE EVP OF FINANCE

DATE RECEIVED BY DEPARTMENT \_\_\_\_\_ VOUCHER # \_\_\_\_\_

**Important:** Use this form to report travel and all associated expenses from ONE TRIP (leave and return to NYC area, including multiple destinations) OR, for misc. business expenses and/or local transportation (within the tri-state area, where no overnight stay occurred).

Please check only one box - not both!  
Then, enter dates in the boxes on the right (using format MM/DD/YYYY), according to the report category box checked (Travel OR Business).

Travel Expenses >>>

Business Expenses >>>

FIRST DATE OF EXPENSE	TRAVEL END DATE	APFCAR Invoice Number for Travel Expenses <<<
TE	TE	

FIRST DATE OF EXPENSE	BUSINESS END DATE	APFCAR Invoice Number for Business Expenses <<<
PE	PE	

Please note: For TRAVEL EXPENSES the APFCAR invoice number format is TEMDDYY and refers to the return date to NYC or TRAVEL END DATE. For BUSINESS EXPENSES (including local transportation) the APFCAR invoice number format is FEMDDYY and refers to the LAST DATE OF EXPENSE (Period End date).

EMPLOYEE (PAID) NAME: Linda Smith SOCIAL SECURITY NUMBER: 001-02-0003 TRAVEL ADVANCE:  T

PAYEE'S HOME ADDRESS: 1111 Broadway, Apt. 10C CITY: New York STATE: NY ZIP: 10001 DEPARTMENT & ARRIVAL POINTS: FROM: TO:

PAYEE'S SIGNATURE: *Linda Smith* DATE: 09/10/09  PERSONAL VEHICLE MILEAGE: 0.488

NOTE: You, Dept. APFCAR Processor must collect Mileage Reimbursement with receipt.

DEPT'S NAME (Print): DATE: DEPT. NAME / NUMBER: CHECK PICK-UP (OPTIONAL)  Check box to request check pick-up. NOTE: Dept. Processor must add "check pick-up" option in APFCAR.

OVERALL BUSINESS PURPOSE (for reference, attach form to report): Food and decorations for kick-off event

EXPENSE NO.	DATE OF EXPENSE	BUSINESS PURPOSES	UNSEGREGATED EXPENSES A	SEGREGATED EXPENSES B
1	10/21/09	Staples plates and cups	\$15.00	
2	10/22/09	Columbus Wine beer		\$35.00
3	10/23/09	Academy flowers to decorate the room		\$10.00
4	10/23/09	Cheboly pizza	\$50.00	
TOTALES			\$85.00	\$45.00

TOTALS: \$85.00 (Unsegregated) / \$45.00 (Segregated)

ACCOUNT NUMBER	SUB-CODE	AMOUNT	TOTAL EXPENSE (COLUMNS A+B)	\$110.00
992246 (Sales and Trading Club)			LESS PREPAID EXPENSES	
			SUBTOTAL	\$110.00
			LESS TRAVEL ADVANCE	
			AMOUNT DUE UNIVERSITY	
			AMOUNT DUE EMPLOYEE	\$110.00

ACCOUNT DISTRIBUTION TOTAL: Total Must Match Amount Due >>>



# University Spending Guidelines

- The University has established spending limits for events that are derived from IRS regulations.
- Spending limits established by the Columbia Business School are by event type.
- Amounts in excess of the established thresholds will not be reimbursed without prior approval from the Dean's Office.
- The event level definitions (Basic, Medium, and High) are very strict. You should not assume that because your expense crosses a spending threshold that it will automatically be approved
- Tips for meals should not exceed 15% (unless large party gratuity is added by vendor)

# Per Person Spending Limits By Event

The table below shows thresholds for meal expenses before tax and tip. For catered events, the limits below also include service charges and rental expenses.

Per Person Spending Limits by Event Level

<b>On campus</b>	<b>Basic</b>	<b>Medium</b>	<b>High</b>
Breakfast	10	20	30
Lunch	20	35	65
Dinner only	25	50	100

<b>Off campus</b>	<b>Basic</b>	<b>Medium</b>	<b>High</b>
Breakfast	10	20	35
Lunch	20	35	90
Reception	N/A	45	75
Dinner	25	50	100

# Definitions of Event Levels

- **Basic-Level Events:** These events are less formal gathering primarily consisting of students, faculty, and/or staff held on campus or supported by a host at an off-campus venue. The most common example of this is a wine and cheese event or a faculty seminar lunch.
- **Medium-Level Events:** These events bring together groups of alumni, faculty, students, and other individuals. Both on- and off-campus catering is provided by restaurants around campus or less renowned establishments. The most common example of this is a networking event for recruiters and/or alumni and an annual holiday event.
- **High-Level Events:** These events are usually formal gatherings of alumni, individuals, faculty and students, which include conferences, formals, speaker dinners, board meetings, etc. The most common examples of this are the Fall Ball and Spring Fling events. If the event is on campus, some local restaurants and the School's top tier caterers are used and off campus events are typically held in hotels and better-known restaurants.

# Alcohol Policy for Club Events

- All events serving alcohol must be noted in EMS and fall within the Business School guidelines for meals and events.
- All guests at an event where beer and wine are served must be able to show proof of age 21
- No alcohol may be served to a person who is disorderly.
- Ample food and non-alcoholic beverages must be served and prominently displayed at any event where beer or wine is served.
- No alcohol may be served before 5 p.m.
- *All events at which food or beverages are served must include cleaning services after the event.*
- *Any event in Uris or Warren Halls with more than 15 attendees and with alcohol service may require an officer from the Department of Public Safety to be in attendance.*

# Policy on Hard Alcohol

- Under no circumstances is a student organization to allocate or spend any club/organization funds on hard alcohol without prior written permission from the Assistant Dean of Student Affairs. Events that may have been approved to use club and organization funds for hard alcohol in the past must reapply for permission for every new event.
- Currently, there are only two events that automatically qualify for an exception to the hard alcohol policy. They are the GBA-sponsored formal events Fall Ball and Spring Gala.
- Any invoices or reimbursement requests that include hard alcohol expenses without expressed written permission from the Assistant Dean of Student Affairs will not be honored. The club or individual that incurred the expense will be liable to the vendor for payment.

# Gift Giving

- Recipients receiving any gift over \$600 or a gift-card or cash in any amount will be taxed on it
- In order to be reimbursed for these gift cards, the University requires the recipient's name, social security number, and title (where applicable)
- If your Club needs to make a gift (i.e. for a speaker after a conference) the Business Office sells CBS merchandise that can be easily charged to your club account .

# Hiring a Consultant

- The University has a long list of service providers that are considered consultants
- Here are two types of consultants that your club may want to hire:
  - Workshop leaders
  - Graphic Designers

**If your club is buying anything that is not a physical object, please come talk to the Business Office first before you promise a vendor payment.**

# Hiring a Consultant

- BEFORE you can hire a consultant they need to provide the following documentation
  - Scope of Work (signed original document is required)
  - Independent Contractor Verification Worksheet (signed original document is required)
  - Online Vendor Qualification Form (submit verification of completion)
  - Completed and signed W-9 or W-8BEN Form
  - Resume, CV, or Company Brochure
  - List of Clients



# Contract Management

- Please be advised that ONLY representatives of the University Office of Procurement are authorized to sign ANY contract on behalf of Columbia University. This includes Terms & Conditions, Rental Agreements, Confirmation of Quotes, etc.
- The University does this to protect the interests of its students, faculty, and staff.
- Please allow significant time for review, edit, and approval (signature) of all impending contracts. Turnaround time may take up to 4 weeks.
- You will be legally liable for all terms and conditions stated in contracts you elect to sign directly without expressed written permission from the Business School and/or the University Procurement Office.

# The University is Tax Exempt

New York State Department of Taxation and Finance  
New York State and Local Sales and Use Tax  
**Exempt Organization  
Exempt Purchase Certificate**

**ST-119.**  
(7/1)

Single purchase certificate  
 Blanket certificate

Your exempt organization number is **not your federal employer identification number** (see instructions).

Exempt organization number (6-digit number issued by the New York State Tax Department)  
EX. 1 | 2 | 7 | 9 | 0 | 2

Name of seller			Name of exempt organization/purchaser		
Street address			Street address		
City	State	ZIP code	City	State	ZIP code
			New York	NY	10027

The exempt organization must be the direct purchaser and payer of record.  
You may not use this form to purchase motor fuel or diesel motor fuel exempt from tax.  
Representatives of governmental agencies or diplomatic missions may not use this form.  
Carefully read the instructions and other information on the back of this document.

I certify that the organization named above holds a valid Form ST-119, *Exempt Organization Certificate*, and is exempt from New York State and local sales and use taxes on its purchases.  
I also certify that the above statements are true and correct. I make these statements with the knowledge that knowingly making a false or fraudulent statement on this document is a misdemeanor under section 1817 of the New York State Tax Law and section 210.45 of the Penal Law, punishable by imprisonment for up to a year and a fine of up to \$10,000 for an individual or \$20,000 for a corporation. I understand that the Tax Department is authorized to investigate the validity of the exemption claimed or the accuracy of any information entered on this form.

Print or type name of officer of organization Cheryl A. Ross	Title Controller
Signature of officer of organization <i>Cheryl A. Ross</i>	Date issued

**Need help?**

Telephone assistance is available from 8 a.m. to 5:55 p.m. (eastern time), Monday through Friday.

For business tax information, call the New York State Business Tax Information Center: 1 800 972-1233

For general information: 1 800 225-5820

To order forms and publications: 1 800 462-8100

From areas outside the U.S. and outside Canada: (518) 485-6800

Fax-on-demand forms: Forms are available 24 hours a day, 7 days a week. 1 800 749-3676

Internet access: [www.tax.state.ny.us](http://www.tax.state.ny.us)

Hotline for the hearing and speech impaired: 1 800 634-2110 from 8 a.m. to 5:55 p.m. (eastern time), Monday through Friday. If you do not own a telecommunications device for the deaf (TDD), check out independent living centers or community action programs to find out where machines are available for public use.

Persons with disabilities: In compliance with the Americans with Disabilities Act, we will ensure that our lobbies, offices, meeting rooms, and other facilities are accessible to persons with disabilities. If you have questions about special accommodations for persons with disabilities, please call 1 800 225-5820.

If you need to write, address your letter to:  
NYS TAX DEPARTMENT  
TAXPAYER CONTACT CENTER  
W A HARRIMAN CAMPUS  
ALBANY NY 12227

Your club should not be charged tax. If you choose to work with a new vendor they may ask for a tax exempt form. You can pick one up in Uris 105, 111 or 113 or it can be emailed to you.

# Revenues

1. Membership Dues
2. Ticket Sales for Club Events
3. Corporate Sponsorship  
Contact: Casey Collier  
[coc2105@columbia.edu](mailto:coc2105@columbia.edu) or (212) 851-4304
4. Student Initiated Project Panel (SIPP)
5. Phonathons (coordinated by External Relations)

# Club Dues

- Memberships are based on the academic year and run from September to September
- Reduced rates are recommended for J-term students and exchange students. Your club can also offer a reduced rate for EMBA students
- Members can pay with a credit card online or in cash or a check made out to “Columbia University”

# Club Dues

- The credit card payment system in Groups Management can only accommodate four types of dues: Fall 1 and 2 Year, January 1 and 2 year
- Students paying other rates (potentially EMBA or exchange students) will need to pay with cash or check made out to “Columbia University”
- Students paying with cash or check must be added manually to the membership list in Groups Management system
  - Don’t forget to also add them to your mailing list!

# Deposits

- Checks must be made payable to “Columbia University” and must be deposited within 90 days of the date on the check
- Fill out a deposit form in the Business Office in Uris 113 and we will deposit the funds in your club’s University spending account

# Reconciling Your Expenses

- Your club's account must be reconciled MONTHLY
- It is important that you maintain a budget for spending (especially for events).
- You should appoint club officers who are designated to spend on the account. This should also include those who can “sign off on” (approve) invoices.
- Follow up with club officers, pay attention to club activities, check your clubs list of events in EMS

# Reconciliation

- Copies of your detailed account statement and balance can be requested by email at [osa@gsb.columbia.edu](mailto:osa@gsb.columbia.edu)
- Copies of all invoices and deposit slips can be found in your club's finance folder in the Business Office in Uris 113
- You can make copies of anything in your folder but please do not remove the originals from the office.
- If you would like to review your club's expenses in detail, please contact the Business Office to make an appointment.



# The Business Office Team

Milton Tucker

Associate Director

[mt677@columbia.edu](mailto:mt677@columbia.edu) or 212-854-6614

Natalia Vairo

Assistant Director

[nv2166@columbia.edu](mailto:nv2166@columbia.edu) or 212-854-2673

Rana Razavi

Accounts Payable Officer

[rr2749@columbia.edu](mailto:rr2749@columbia.edu) or 212-854-6717

Diane Smith

Administrative Assistant

[ds32@columbia.edu](mailto:ds32@columbia.edu) or 212-854-4191