



EVENT DEPOSIT FORM

This form should be used to pay a deposit or down payment for a Boston University event. Please send completed form, along with the corresponding invoice and/or fully signed contract, to Accounts Payable, Attn: Juan Rodriguez at 25 Buick Street, Boston, MA 02215 or rodjay80@bu.edu for payment.

Please note: This form and all documentation must be submitted as a single document.

Event Information	
Purchase Order No:	
Vendor:	
Date of Event:	
Deposit Amount:	
Date Deposit Due:	

BU Contact Information	
Name:	
Department/School:	
Phone Number:	
Email Address:	
Date Submitted:	