



EVENT DEPOSIT FORM

This form should be used to pay a deposit or down payment for a Boston University event. Please send completed form and fully executed contract to Accounts Payable, Attn: Phyllis Ciardiello at 25 Buick Street, Boston, MA 02215 or pciardie@bu.edu for payment.

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:	