



LETTERS OF CREDIT Business Purpose & Template

Columbia Law School issues Letters of Credit to Local Preferred Vendors and Venues for the following five reasons:

1. Refreshments for TA sessions and in-class Faculty-Student Events (P-Card payment)
2. Sit down events at Local Preferred Venues with 29 or fewer attendees (Invoice payment)
3. Faculty hosting events in their home (Invoice payment)
4. Alcoholic Beverages purchase at Local Preferred Vendors (Invoice payment)
5. Columbia Bookstore purchase (Invoice payment)

To request a **Letter of Credit Template** from the Business Office, email payments@law.columbia.edu with the **Subject: Letter of Credit** and provide the following information:

- Your full name
- Name of your Department, Center, or Program
- Mailing address
- Email address
- Phone number

For occasional, one-off events, email payments@law.columbia.edu with the **Subject: Letter of Credit** and provide the following information:

- Vendor
- Person making purchase
- Name of your Department, Center, or Program
- Faculty name & UNI (if applicable)
- Purpose
- Event date
- Location
- Attendees #: List full names of attendees if 10 or fewer



LETTERS OF CREDIT Local Preferred Vendors & Venues

Local Preferred Vendors & Venues	Cuisine	Phone
1. Amir's Falafel	Middle Eastern	(212) 749-7500
2. Artopolis Espresso	Greek	(212) 666-3744
3. Dinosaur Bar-B-Que	Bar-B-Que	(212) 694-1777
4. Famous Famiglia	Italian, Pizza	(212) 865-1234
5. Freda's Cuisine	Caribbean	(646) 438-9832
6. Hamilton Deli	Deli, Sandwiches	(212) 749-8924
7. International Wines & Spirits	Wine & Liquor	(212) 280-1850
8. Kitchenette	American	(212) 531-7600
9. Le Monde	French	(212) 531-3939
10. Martin Brothers Wines & Spirits	Wine & Liquor	(212) 222-8218
11. Massawa	East African	(212) 663-0505
12. Marlow Bistro	Mediterranean	(212) 662-9020
13. Manhattan Valley	Indian	(212) 222-9222
14. Miss Mamie's Spoonbread Too	Southern	(212) 865-6744
15. Morton Williams	Supermarket	(212) 666-4190
16. Pisticci	Italian	(212) 932-3500
17. Roti Roll Bombay Frankie	Indian	(212) 666-1500
18. Samad Gourmet	Mediterranean	(212) 749-7555
19. Strokos Gourmet Deli	Greek, Deli	(212) 666-2121
20. Symposium	Greek	(212) 865-1011
21. The Winery NYC	Wine	(212) 222-4866
22. Tropical Sensation	Dominican	(212) 222-0098
23. V & T Pizzeria	Italian, Pizza	(212) 666-8051
24. Westside Market	Supermarket	(212) 222-3367