The Faculty/Student Association has approved certain vendors for club/organization use. All club/organization purchases must be made through preferred vendors. This will ensure timely processing as well as significant savings. These vendors have been selected for their quality products and the reduced cost they provide for their goods/services to the FSA. Clubs/organizations that select to not use a recommended vendor for a purchase must provide three (3) quotes (one must be from a recommended vendor) with their Purchase Order. The club must select the cheapest of the three vendors before submitting a final Purchase Order for approval to the Department of Student Involvement.

**CATERING & REFRESHMENTS**
FSA Dining Services
Review the Club Catering Menu and Submit Club Catering Request Form both found at www.sunywcc.edu/clubs

**PROMOTIONAL & MARKETING MATERIALS**
Presto Print
www.prestoprint2.com // renee@prestoprint2.com // 203-287-3006

Campus Marketing, LLC
www.campusmarketing.com // 1-800-795-4267

Epic Printing (for banners and hanging signs)
(914) 592-1549

**CLOTHING APPAREL**
Presto Print
www.prestoprint2.com // renee@prestoprint2.com // 203-287-3006

T-Shirts, Etc.
1-800-283-0383 // frontoffice@tseink.com

**GROUND TRANSPORTATION**
School Buses
White Plains Bus: (914) 328-1400

Coach Buses
County Coach: www.countycoach.com // (914) 967-5959
J&R Tours: www.jandrtours.com

**HOTEL ACCOMMODATIONS & AIRLINE TICKETS**
Crossroads II Travel
(914) 997-2660 // Js425travel@aol.com

**OFFICE SUPPLIES**
FSA Bookstore
Obtain a signed purchase order from the Office of Student Involvement
Clubs receive a 30% discount from the Bookstore when using a signed Purchase Order

Staples
Attach the item number(s), product names and quantities to a Purchase Order