

RECOMMENDED VENDORS

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 purchases 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 ACCOMODATIONS & 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