



# 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: Juan Rodriguez at 25 Buick Street, Boston, MA 02215 or [rodjay80@bu.edu](mailto:rodjay80@bu.edu) for payment.*

<b>Event Information</b>	
Purchase Order No:	
Vendor:	
Date of Event:	
Deposit Amount:	
Date Deposit Due:	

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