



COLUMBIA UNIVERSITY

College of Physicians
and Surgeons

In affiliation with
NewYork-Presbyterian Hospital

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VENDOR PAYMENT INFORMATION

EXHIBIT FEE

- Per ACCME regulations all vendors are charged the same fee to be fair to all participants.

WHAT FORMS OF PAYMENT ARE ACCEPTABLE?

- Payment can be made by check or credit card. If paying by credit card a \$5 processing fee is added. * Please see credit card payment details below for more info.

WHO SHOULD MY CHECK BE MADE PAYABLE TO?

- Your check should be made payable to Columbia University Department of Surgery

WHERE DO I MAIL PAYMENT?

- Please mail payment to the attention of Christine Rein at Columbia University Department of Surgery, Office of External Affairs, 400 Kelby Street, 9th Floor, Fort Lee, NJ 07024-2938
(P) Main-line: 212-304-7810

CREDIT CARD PAYMENT DETAILS

- Payment is preferred by check. However, if it is more convenient to pay by credit card, this is an option. A credit card authorization will be sent to you upon request. Please reach out to the staff member that has been assisting you with your exhibit.
- You must complete all fields and sign the form for successful processing by our finance department.
- Once completed, please scan & e-mail or fax the completed credit card authorization as instructed on the form.
- Once payment is processed, you will receive a confirmation of the transaction for your records and your credit card information will be destroyed. We do not keep cc info on file once the charge is successfully put through.

QUESTIONS

Should you have any additional questions regarding payment, please contact:

Christine Rein, Medical Education Liaison

(P) 212.304.7814

E-mail: cmr2146@cumc.columbia.edu

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