

# Faculty Club: CUMC Department Membership Enrollment

## Membership privileges include:

- Automated monthly payments with ARC ChartString.
- Priority lunch buffet reservations during our open hours: **Monday-Friday, 12-2 p.m.**
- You are welcome to make reservations for guests using your membership account.

## Instructions:

- Please fill out and sign this form; then email it to [facultyclub@columbia.edu](mailto:facultyclub@columbia.edu) or fax it to **212-342-1286**. You will receive a response within two business days. If this is urgent, please follow up with us at 646-426-CLUB (2582) after submitting the form.
- When this application is approved, you will receive a **four-digit member number**. Please save this number and use it to make reservations with us via our [online reservation system](#).
- **Please note, grant accounts may not be used for memberships.** Any grant-related charges will need to be transferred by your departmental administrator from the operating account provided below.

CUMC Department Name: \_\_\_\_\_

Department Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Accounting Information: Please fill out your ARC ChartString below:

Department: \_\_\_\_\_

Project: \_\_\_\_\_

Project Activity: \_\_\_\_\_

Initiative: \_\_\_\_\_

Segment: \_\_\_\_\_

**By signing this form, whether manually or electronically, I affirm that I have the authority to approve expenses charged to this account.**

DAF / Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Faculty Club**  
630 West 168<sup>th</sup> Street, 4<sup>th</sup> Fl.  
New York, NY 10032

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**Fax:** 212-342-1286  
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