



New School University  
80 Fifth Avenue, New York, NY 10011

**FLORAL ARRANGEMENT REQUISITION FORM  
FROM NEW SCHOOL UNIVERSITY TO ARISTON FLORIST**

This form is required for all floral arrangements requested on behalf of New School University. Only orders placed by using this form will be considered valid New School charges. All information requested on this form must be completed by a New School employee and approved by a Dean, Budget Officer or authorized designee. Purchasing will forward your order to Ariston Florist for processing.

<b>Delivery Date for Flowers:</b> _____	
<b>Send Flowers to:</b> _____	
<b>Address:</b> _____ _____	
<b>Card to Read:</b> _____ _____	
<b>Floral Arrangement Requested (see brochure):</b> _____	
<b>Order Total:</b> _____	<b>FOAP to Charge:</b> _____
<b>Order Contact:</b> _____	<b>Phone:</b> _____
<b>Department's Name</b> _____	
<b>Authorized Approval:</b> _____	<b>Date:</b> _____
<b><u>DO NOT WRITE BELOW THIS AREA</u></b>	
<b>Authorized Approval from Purchasing Dept.:</b> _____	
<b>Reference New School Account Number:</b> _____	

**Instructions to New School:**

Forward this completed form to Purchasing (fax: 212-229-5322). Incomplete requests will not be accepted.

**Instructions to Ariston Florist Accounting Department:**

Process order only if all of the above information is complete.  
Please direct all order inquires to the "Order Contact" listed above.  
Please direct all billing inquiries to Purchasing at 212-229-5323.