



The GRADUATE SCHOOL of ARTS AND SCIENCES
HARVARD UNIVERSITY

OFFICE OF RESIDENTIAL LIFE

August 2016

To: University Wine Shop – Paul DeRuzzo

From: Ashley Skipwith, Director of Residential Life
Janet Daniels, Staff Assistant

Below is the list of GSAS (Graduate School of Arts and Sciences) Resident Advisors who can charge purchases as of today and during the summer for events that they hold.

<u>Resident Advisor</u>	<u>Phone Number</u>
David Kolchmeyer	617-493-4093
Sherah Bloor	617-493-4105
Amaneet Lochab	617-493-4122
Becca Voelcker	617-493-4199
Tuo Liu	617-493-4179
Melinda Malley	617-493-4966
Rodrick Kuate Defo	617-493-7860
Anne-Sophie Pratte	617-493-5032
Carlo Alberto Amadei	617-493-4211
Clarisse Wells	617-493-7092
Amy Tsang	617-493-7098
Prahar Mitra	617-493-7105
Yi (Louis) Lu	617-493-4886
Daphne Penn	617-493-4907
Hardeep Dhillon	617-493-4932
Ciaran O'Neill	617-493-4952

As in the past, please give the RA who makes the purchase the order slip that will serve as the invoice. The slip should include the name of the RA; date of purchase; items purchased; and the total cost. The RA will give Janet Daniels, my assistant, the order slip for processing of a check as quickly as possible.

Please inform all staff members about this arrangement and particularly new staff members.

A reminder that since Harvard is tax exempt, RAs should not be charged sales tax. Harvard's tax exempt number is E042103580.

We will give you the list at the end of May of Resident Advisors for summer 2015.

Please let me know if you have any questions or concerns – 617-495-5005.

We very much appreciate your willingness to make this arrangement. Many thanks.

cc: Resident Advisors