



**Mamaroneck U.F.S.D**  
**1000 W. Boston Post Rd**  
**Mamaroneck, NY 10543**  
Sylvia Wallach

**Assistant Superintendent  
of Business Operations**

**VENDOR PAYMENT FORM**

TO: ALL VENDORS  
FROM: Sylvia Wallach  
DATE: January 31, 2018  
SUBJECT: PURCHASE ORDERS AND PAYMENTS

Effective March 1, 2018 purchase orders and payments to vendors from the Mamaroneck Union Free School District will be sent electronically. Payments will be sent out via ACH with your bank.

To facilitate receipt of electronic purchase orders and payments, please complete the following:

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

EMAIL ADDRESS FOR PURCHASE ORDERS: \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_

TYPE OF ACCOUNT: \_\_\_\_\_  
(Indicate: *CHECKING OR SAVINGS*)

ACCOUNT NUMBER: \_\_\_\_\_

ROUTING NUMBER: \_ \_ \_ \_ \_

EMAIL ADDRESS FOR DEPOSIT NOTIFICATONS: \_\_\_\_\_

CUSTOMER CONTACT PHONE#: \_\_\_\_\_

CUSTOMER CONTACT FAX#: \_\_\_\_\_

Questions call Lauren Leone 914-220-3035