



505 Broadway  
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www.dfsd.org

Lisa Raymond  
Assistant Superintendent  
for Finance, Facilities & Operations

**VENDOR PAYMENT FORM**

TO: All Vendors  
FROM: Lisa Raymond, Assistant Superintendent for Finance, Facilities and Operations  
SUBJECT: PURCHASE ORDERS AND PAYMENTS

Purchase orders and payments to vendors from the Dobbs Ferry Union Free School District are sent electronically. Payments are sent out via **ACH** with your bank or credit card through Commerce Bank.

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

NAME OF COMPANY: \_\_\_\_\_  
NAME OF CONTACT PERSON: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_  
EMAIL ADDRESS FOR PURCHASE ORDERS: \_\_\_\_\_  
NAME OF BANK: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_  
ROUTING NUMBER: \_\_\_\_\_  
EMAIL ADDRESS FOR DEPOSIT NOTIFICATONS \_\_\_\_\_

Should you prefer to be paid by a credit card, please check the box below. We will instruct our Commerce Bank representative to contact you to facilitate credit card payments.

We prefer credit card payments. A representative from Commerce Bank will be in contact to set up a credit card account.

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**Please return this information to: Jason Balbo - Business Office**  
Dobbs Ferry Union Free School District  
505 Broadway, Dobbs Ferry, NY 10522  
By Email: balboj@dfs.org | By Fax: 914-693-5952