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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.

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