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