



## *Dobbs Ferry Union Free School District*

**DIRECTOR OF FINANCE & FACILITIES**  
**Sylvia Fassler-Wallach**

### **VENDOR PAYMENT FORM**

TO: ALL VENDORS

FROM: Sylvia Fassler-Wallach

DATE: February 6, 2012

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: \_\_\_\_\_

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

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

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

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

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

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

**Please return this information to:** **Mia Alfano - Business Office**  
Dobbs Ferry Union Free School District  
505 Broadway, Dobbs Ferry, NY 10522  
By Email: [alfanom@dfsd.org](mailto:alfanom@dfsd.org) | By Fax: 914-693-5952