



505 Broadway  
Dobbs Ferry, NY 10522  
t 914. 693-1500  
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http://www.dfsd.org

**VENDOR PAYMENT FORM**

TO: All Vendors  
FROM: Linda Carpenter, **Interim 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: Ashley Medina - Business Office**  
Dobbs Ferry Union Free School District  
505 Broadway, Dobbs Ferry, NY 10522  
By Email: medinaa@dfs.org | By Fax: 914-693-5952