



505 Broadway
Dobbs Ferry, NY 10522
t 914. 693-1500 x 3030
f 914. 693-5952
www.dfsd.org

Ron Clamser, Jr., Ed.D.
Assistant Superintendent
for Finance, Facilities & Operations

VENDOR PAYMENT FORM

TO: All Vendors
FROM: Meryl Rubinstein, 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.

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