

- Vendor Electronic Payment Authorization

Attention: PGCPS Supplier

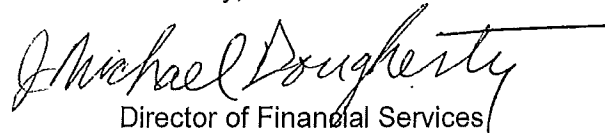
As an effort to improve accountability and timeliness of payments to our partners, Prince George's County Public School System is introducing an online electronic payment process. We have engaged the services of the Automated Clearing House (ACH) Network to facilitate direct payments to vendors for ordered goods and services. Vendors that complete the electronic payment process will have checks posted directly to their bank accounts. Electronic payments processed through the ACH system is limited to vendors that have a valid approved purchase order in our Oracle Financial Management System. Some additional benefits of the electronic payment program are as follows:

- 1) Direct payment without visiting your bank institution – quality customer service and increased satisfaction
- 2) Environmentally friendly
- 3) Loss prevention – reducing the potential for paper check mishaps
- 4) Limit potential for fraudulent and illegal activities associated with paper checks
- 5) Increased timeliness of receipt of funds – availability of cash on hand
- 6) Reduction of costs associated with deposits

To commence implementation of our electronic payment program, you are hereby requested to complete the attached "Vendor Electronic ACH Payment Authorization Form" and **mail the original form to the Treasury Operations Office, Prince George's County Public Schools, 14201 School Lane, Room 113, Upper Marlboro, MD 20772**. Additionally, we have attached the guidelines by which the electronic payment process will be implemented (page 2).

If you have any questions, contact Ms. Janina Tanger, Treasury Supervisor, at 301-780-6899 or at janina.tanger@pgcps.org.

Sincerely,


Director of Financial Services

Guidelines - Vendor Electronic Payment Authorization

a. Vendors must review and complete the attached payment authorization form. Only a duly certified or authorized official of the company and the bank are permitted to complete the payment authorization form. Kindly send the signed and completed original form to the Treasury Operations Office, Prince George's County Public Schools, 14201 School Lane, Room 113, Upper Marlboro, MD 20772. Vendor should direct the envelope to the attention of Ms. Janina Tanger, Treasury Analyst II. **Faxes or scanned items will not be accepted.**

b. Bank must stamp the form to ensure accuracy of account information or if a stamp is not available, a bank letter with bank letterhead or voided check will also be accepted.

c. PGCPs will maintain the vendor account information in the financial accounting system.

d. After each bank transaction interface, an electronic notification of fund remittance advice will be forwarded to the email address on record.

e. Vendors may cancel electronic payment by submitting a written request on official letterhead by an authorized person.

Vendor Electronic ACH Payment Authorization Form

Check: Enrollment Change Cancel

1) Vendor Name: _____
 Address: _____

Contact /Phone No.: _____
 E-Mail Address: _____
 Federal Tax Identification No.: _____

ENROLLMENT (IF CANCELLING, FILL IN)

Bank Name: _____
 9-Digit Bank ACH ABA/Transit No. _____
 Bank Address: _____

Account Number: _____
 Name on Account: _____
 Checking/Savings (circle account type)

2) **CHANGE** Change from Change to

Bank Name: _____
 9-Digit Bank ACH ABA/Transit No.: _____
 Account Number _____
 Address : new bank _____

Name on Account: _____
 Account Type: (Checking; Savings) _____

Prince George's County Public Schools (PGCPS) will not be responsible for any loss that may arise solely by reason of error, mistake, or fraud regarding information provided on the electronic payment authorization form. The form authorizes the school system to initiate credit entries and, if necessary, a reversing entry (debit) to correct a credit entry made in error, in accordance with National Automated Clearing House Association (NACHA) rules Article II, Sections 2.4 and 2.5.

Date: _____ Vendor Signature _____
 Title: _____

The authorized signature certifies that the particulars furnished above are correct.

Bank's Stamp

Date: _____