



Think. Learn. **Grow.**

Dear Vendor -

Re: Electronic Payment Processing

One of the goals of the DMPS Business Office is to be as paperless as possible. A few years ago, we implemented the electronic submission of your requests for payment. We now have a process in place whereby disbursements can be made electronically via ACH/Direct Deposit.

Here's how it works:

- ✓ Complete the ACH Payment Authorization Form (attached for your convenience),
- ✓ Make sure you sign the Authorization Form,
- ✓ Forward the completed form to this office so we can update your payment information in our vendor data base:
 - Email to: **purchasing@live.dmps.k12.ia.us** or
 - US Mail: Des Moines Public Schools
Accounts Payable
2100 Fleur Dr.
Des Moines, IA 50321
- ✓ Once established as an electronic vendor, when requests for payment are approved and processed, you will receive an email notification regarding your payment. This email will include:
 - Total Amount to Disburse
 - Settlement Date
 - Individual invoice (event) amounts
 - A brief description of the payment
- ✓ The monies due you will be deposited directly into the bank account of your choice, at no cost to you from the district.
- ✓ **IMPORTANT:** If you make a change to your financial information provided, you must notify the district immediately to avoid mis-routed funds.

If you need further information or clarification on the electronic payment process, feel free to contact the Accounts Payable Department at (515) 242-7745.

Best regards,

The Accounts Payable Team

The Accounts Payable Team
(515) 242-7745

ela

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