



Vendor & Employee Direct Accounts Payable Deposit Program

North East ISD is pleased to offer electronic ACH (Automated Clearing House) payments to our vendors. ACH payments (direct deposit) provide you with the following advantages:

- Reduced operating costs through the elimination of paper check handling , saving time spent going to the bank
- No more lost or stolen checks
- Allow the vendor to receive an **e-mail (identified on authorization form)** showing the invoices being paid by the transfer

The National Automated Clearing House Association (NACHA) regulates the ACH network, a nationwide payment and collection system. Instead of using paper to carry necessary transaction information, the ACH network processes, delivers and settles electronic credits and debits among financial institutions. North East Independent School District processes payments on a weekly basis. Each Friday the direct deposits are submitted to the bank for payments processed that week.

How you enroll:

1. Complete all the information on the [Vendor Direct Deposit Authorization Form](#), print and sign.
2. Forward the completed and signed form and a **voided check** by mail to the Accounts Payable Department, attn: Janie Villarreal, at the address on the form, or fax your completed form to (210)804-7122
3. The information will be verified by Accounts Payable and setup in the North East ISD Vendor Direct Deposit Program.

Program conditions

In order to effectively administer this program, the following conditions must be agreed to by the vendor:

- All vendors must agree to complete the [Vendor Direct Deposit Authorization Form](#) and send it directly to North East ISD Accounts Payable Dept. **Important: a voided check and email address** need to be included for the process to be complete.
- The direct deposit will be processed to only **one (1) account** as identified on the [Vendor Direct Deposit Authorization Form](#) . Once enrolled for direct deposit, all future payments to the vendor will be through ACH. Allow **two weeks** for processing this form.
- If a vendor/business closes its account with one financial institution and opens an account with another financial institution, it must notify the North East ISD Accounts Payable Department immediately by submitting a new [Vendor Direct Deposit Authorization Form with a voided check](#).
- For purchase order items, all steps involved in the receipt, review and approval of invoices will remain as is in place currently. The ordering and receipt of goods/services will continue to be performed by the campuses/departments that initially placed the order.

- As a reminder: for Prompt and Efficient Payment, Mail invoices with **purchase order number** to

North East ISD
Accounts Payable Department
8961 Tesoro Suite 207
San Antonio, TX 78217

For questions please contact us at jvilla5@neisd.net