



Think. Learn. **Grow.**

Re: Electronic Payment Processing

Dear Vendor,

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 SMO-DMPSPayables@live.dmps.k12.ia.us or
 - US Mail: Des Moines Public Schools
Accounts Payable
2323 Grand Avenue
Des Moines, IA 50312
- ✓ 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 from the district.

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,

Judi L. Martens

Judi L. Martens,
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