

VISIONS IN EDUCATION NEW VENDOR REQUEST FORM

Visions in Education- Accounting Dept
4800 Manzanita Ave, Carmichael, CA 95608

Phone: 916/971-5568, 5553, 5542
Fax: 916/971-5335

VENDOR INFORMATION

Requested by:

Parent

VIE Staff

Vendor

Vendor Name: _____

Date: _____

Address: _____

Phone #: _____

City, State, Zip: _____

email: _____

Description of Services:

Note:

All vendors must be processed and a Service Agreement completed before services can begin. Services should not be performed without a "voucher" in-hand. Failure to follow this policy may delay payment or result in non-payment for services rendered before process completed, so please plan accordingly.

Accounting Use Only

Accounting Staff: _____

Vendor Packet, mail out date: _____

INSTRUCTIONS
NEW VENDOR REQUEST FORM
PLEASE PRINT CLEARLY

General Instructions:

When considering a vendor to provide services for your student, consider those vendors that have been setup as vendors for the current fiscal year. The vendor list is available www.viedu.org or contact Accounting Staff: Vendor names between A - G call 971-5568, H - O call 971-5553, P - Z call 971-5542.

If the vendor you have chosen to provide services is not on this list you will need to follow the procedures listed below **BEFORE** Visions in Education will compensate the vendor for services provided to your student.

Vendor Information:

Complete all information and return to Visions in Education accounting department. A new vendor can also call Accounting Staff at 916/971-5568. All information must be completed so that accounting staff can contact the Vendor and begin the process of establishing them as a vendor and create a **NEW** service agreement for the current fiscal year.

Processing:

Once the properly completed form has been submitted to accounting, our staff will contact the Vendor to discuss the setup procedures and all processes and procedures related to providing services to our students (voucher payment processes, payment timelines, conflict of interest, fingerprinting, etc) and mail out required "Vendor Packet" for the Vendor to complete and return.

When the Vendor returns the "completed" Vendor Packet, accounting staff will establish the annual Service Agreement, create the required files and enter the Vendor information into our Voucher system. Based upon parental requests, the system creates the Vouchers which must be provided to the vendor before services are rendered. Once the Vendor is setup, accounting will notify the Vendor and update the website to include the new Vendor.

Once the accounting staff receives the initial "Vendor Request" from the parent, the parent should plan on approximately 2 weeks of processing time for the vendor to return and complete the "Vendor Packet" and for accounting staff to establish a new Service Agreement.