



Muscogee County School District
Columbus, Georgia
Division of Financial Services

December 18, 2008

To: All Vendors of the Muscogee County School District

Subject: Invitation to Register For Electronic Fund Transfer Account Payments

The Muscogee County School District is offering to all our vendors the opportunity to receive Accounts Payable payments in an electronic fund transfer direct deposit format. Instead of receiving paper checks, payments will be deposited directly into the vendor's checking account. The MCSD feels that this method of payment will allow vendors to receive their payments in a timelier manner. You are encouraged to sign-up for this easy-to-use payment program.

Enclosed is the Authorization Agreement for Electronic Fund Transfers Direct Deposit. Please complete the entire form and return it along with a voided pre-printed check slip to the Muscogee County School District, Purchasing Department, Post Office Box 2427, Columbus, GA 31902. If you have questions about the form, please contact Pam Lovett in our Purchasing Department at 706-748-2352 or plovett@mcsdga.net.

The Muscogee County School District appreciates all our vendors and we hope that this new payment method will be beneficial to you.

Sincerely,

Sharon Adams
Chief Financial Officer