



To: All MCSD Vendors
From: Sharon Adams, CFO
Date: June 26, 2012

Ref: Change in Format of ACH Payment Notification

The MCSD Division of Financial Services and the Division of Information Services ERP team are excited to announce a new feature that will soon be available to MCSD vendors.

Currently the notification/advice of funds deposited by electronic fund transfer (EFT) through ACH to vendor bank accounts of record for MCSD vendor payments is sent to MCSD vendors through the US Mail. Starting July 2012, this notification will be emailed to vendors.

- The email notification will be sent to the vendor's email address submitted on the EFT request form.
- Please do not reply to the email.
- Any concerns or questions about the emailed payment notification should be directed to the Accounts Payable Department address shown on the notification.
- The EFT notification/advice will be sent by US Mail through July 31, 2012.
- After July 31, 2012 this email notification of funds deposited to the vendor bank account of record will be the only notification sent out.
- A sample of the email notification is shown below.

From: MuscogeeCountySchoolDistrict@muscogee.k12.ga.us
[mailto:MuscogeeCountySchoolDistrict@muscogee.k12.ga.us]
Sent: Friday, June 22, 2012 12:01 PM
To: Name of Vendor
Subject: Muscogee County School District - EFT Payment Processed

Payor's Name and Address:
MUSCOGEE COUNTY SCHOOL DISTRICT
2960 MACON ROAD
PO BOX 2427
COLUMBUS GA 31902-2427

Payee's Name and Address
Vendor Number - Vendor's Name
STREET ADDRESS
CITY, STATE ZIP

Transaction Number: 80007528 (THIS IS THE ADVICE NUMBER THE SYSTEM GENERATES)

This Electronic Funds Transfer (EFT) for the amount of \$X,XXX.XX was authorized on X/XX/20XX and these funds should be available within 1 to 3 business days.

Bank Account ending in XXXX (LAST FOUR DIGITS OF VENDOR BANK ACCOUNT NUMBER)

Invoice Number: _____ Payment Amount: \$XXX.XX
Payment Description: _____ PO Number: _____

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Payment Description: _____ PO Number: _____

Total ACH Payment : \$X,XXX.XX

Individual payees and vendors may speak to an accounts payable representative at 1-706-748-2338 or e-mail accounts payable at AccountsPayable@muscogee.k12.ga.us.

Thank You.
Muscogee County School District
Division of Financial Services