

November 19, 2013

## Department of Education vendor codes for School Administrative Units:

- For audit purpose, only one vendor code is allowed per school administrative unit – all check payments from the Dept. of Education will go to the address attached to this vendor code.

### Submission for Change of Payment Address for Department of Education vendor codes for School Administrative Units:

- Complete Vendor Activation/Change (Substitute W9) form available at: <http://www.maine.gov/osc/forms/index.shtml>
- Submit form to Paula Gravelle at 207-624-6791 or scan and email to [paula.b.gravelle@maine.gov](mailto:paula.b.gravelle@maine.gov)

### Additional Instructions for vendor forms for Department of Education vendor codes for School Administrative Units:

- Classification is “Other Gov’t” for school administrative units.
- Legal Name must be in the following format:

Type of SAU	Examples of Formats
Single Municipality (including municipalities who are members of AOSs or Unions)	Acton, Treas. of <b>OR</b> Acton
Regional School Unit	RSU #02, Treas. of <b>OR</b> RSU #02
Regional School Unit d/b/a School Administrative Unit	MSAD 40, Treas. of <b>OR</b> RSU #40 d/b/a MSAD 40
School Administrative District	MSAD 46, Treas. of <b>OR</b> MSAD 46
Community School District	Airline CSD, Treas. of <b>OR</b> Airline CSD
Charter School	Baxter Academies

- Federal Employer ID Number (FEIN) aka (TIN) on the vendor form must match the existing FEIN/TIN attached to the Department of Education vendor code for School Administrative Unit
- Authorized Signature:
  - Must be municipal treasurer for single municipal school administrative units
  - RSU/SAD/CSD must be superintendent of schools (treasurer of SAU)
  - Charter Schools must be Head of School or Chief Operating Officer

**Direct Deposit/EFT Guidelines are available on the following website:**

<http://www.maine.gov/osc/forms/index.shtml>