VENDOR DIRECT PAYMENT INFORMATION

for Instructors, Tutors and Vendors

Information regarding requirements, purchase orders, and invoicing for Connections vendors:

To receive direct payments for lessons taught, or services rendered from the School District, a **"Vendor Direct Payment Form"** (one for each Connections student) must be completed and returned to the Connections office at 143 E. Park Ave., Soldotna.

Requirements:

1. Vendors must be registered with the Kenai Peninsula Borough to collect borough sales tax. (The school district is exempt from paying sales tax, but the vendor must be registered with the borough.) Interested parties may contact the KPB Sales Tax Department in the Borough Building at 144 N. Binkley, Soldotna or at 262-4441 ext 2175 or at http://www.kpb.us/

2. Vendors must also submit a W-9 form to the KPBSD Purchasing Department. This form is available at the Connections office or at www.irs.gov

Purchase Orders:

A purchase order (PO) is a contract between the school district and the vendor and spells out each one's responsibilities and obligations. It is valid as long as the student is enrolled in the Connections Program.

The Vendor Direct Payment Form must be specific in order to create a PO.
For example: "25 half hour piano lessons for Susie Smith, once a week at a cost of $15 each, for the period from September 1 through May 15."

Once a PO is issued, a copy will be sent to the vendor by the purchasing department. At that time, the vendor is authorized to provide the goods and/or services as specified on the PO.

Invoicing:

In order to receive payment, the vendor must send an **invoice** to the school district accounting department at 148 N. Binkley, Soldotna AK 99669. The invoice must include the following:

- Name, address and phone number of vendor
- Date
- Invoice number
- Purchase order number
- Specific items/amounts/dates/quantity etc. being billed *and student name*
  (For example: 4 piano lessons for November 7 - 30)

Invoices should be submitted for payment on a monthly basis.
Questions about invoices should be directed to the Accounting Department at 714-8874, ext 5.
Email invoices to accountspayable@kpbsd.org
Purchase orders are not issued for goods/services that have already been provided.

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