

## Guidance for Vendor Notification Letter

**Criteria on Form** – The numbers correspond to the numbers on the Vendor Notification Letter Sample

1. **Notice** – Indicate if this is the 1<sup>st</sup>, 2<sup>nd</sup>, or Final letter being sent to Vendor
2. **Date** – Today's date
3. **Name** – Vendor's name as it appears in Lawson
4. **Address** – Vendor's last known street address
5. **City, State & Zip** – Vendor's last known city, state & zip
6. **PISD Check NO.** – Check number that was issued to the vendor
7. **Dated**– Date the original check was written
8. **For** – Amount of the check
9. **"Has not cleared our bank as of \_\_\_\_"** – In the paragraph the ending date on your last bank statement needs to be placed here using the format date MM/DD/YY
10. **School Name**
11. **Secretary/Bookkeeper Name**
12. **School Street Address**
13. **School City, State & Zip**
14. **Secretary/Bookkeeper Name** – will automatically fill in once it is entered above
15. **Secretary Phone Number**
16. **Secretary Fax Number**
17. **Secretary Email Address**

### **Directions**

After the check is outstanding more than 90 days

- Download the Vendor Notification Letter Form and Outstanding Petty Cash Checking Log from BOPM
- Fill out the Vendor Notification Letter Form and Outstanding Petty Cash Checking Log with all of the information you have for the vendor
- Keep a list of all correspondence (phone, fax, email, mail) on the Outstanding Petty Cash Check Log
- If a phone number is provided, try to call first and speak directly to the vendor. They may be able to give you an email or fax number and respond right away.
- Otherwise, send the 1<sup>st</sup> Notice of the Vendor Notification Letter Form my mail, email or fax
- After two weeks without a response to the 1<sup>st</sup> Notice, mail, email or fax the 2<sup>nd</sup> Notice
- After two weeks without a response to the 2<sup>nd</sup> Notice, mail, email or fax the Final Notice
- After two weeks without a response to the Final Notice , make a copy of all documentation and interoffice mail it to the Business Office
- After three years the Business Office will send all documentation to the State Comptroller Unclaimed Property