

Community College of Rhode Island

Instructions for Vendor Request for Direct Deposit

Direct deposit is the fastest way to receive your payment. It is quick, easy, and free. All you will need to participate is a valid email address and an active checking account. Don't risk having a lost, damaged, or stolen check. You will have faster access to your payments and will eliminate trips to the bank to make a deposit.

How to sign up:

- 1) Go to the CCRI Business Affairs webpage and click on Accounts Payable which will take you to : <http://www.ccri.edu/businessaffairs/businessoffice/acctspayable/index.html>
- 2) Click on Vendor Request for Direct Deposit ACH link and print out the form.

Business Affairs ACCOUNTS PAYABLE

Business Affairs / Business Office / Accounts Payable / Accounts Payable

Business Affairs Links

- Business Affairs Home
- Business Office ▾
- Accounts Payable
- College Bookstore ▾
- Purchasing ▾
- Controller's Office ▾
- Grant Accounting
- Director of Administration ▾
- Human Resources ▾
- Information Technology ▾

Accounts Payable

Accounts Payable manages vendor payments from college unrestricted and restricted funding sources. This department maintains a bi-monthly payment process.

- Accounts Payable Check Cycle FY 2017 - PDF*
- Instructions for Vendor Request for Direct Deposit - PDF*
 - Vendor Request for Direct Deposit ACH - PDF*
- Interpretation Service Billing Procedure - PDF*
- Interpretation Service Invoice 2015 MSFT Excel file ‡
- Interpretation Service Invoice 2016 MSFT Excel file ‡
- Interpretation Service Invoice 2017 MSFT Excel file ‡
- Accounts Payable Manual
- Electronic Code of Federal Regulations Procurement Standards
- Federal Grant Certification Statement

‡ Excel files require MS Excel to view or print

Contact Information

Accounts Payable Office:
[Knight Campus](#)
[2nd Floor](#)

Accounts Payable Supervisor
Tel: 401-825-2445

Karen Fagnant
Fiscal Clerk
Tel: 401-825-2445
kfagnant1@ccri.edu

- 3) Complete the form, including the Bank Name, Routing Number, and Account Number. Sign and date at the bottom.
- 4) Fax the form and a copy of a voided check to 401-825-2328, Attention: Accounts Payable.

Initial establishment (or modifications) of direct deposit accounts will be completed within 6 business days from the receipt of your request form. All vendor payments will be in the form of a check until the direct deposit enrollment process has been completed.

An email confirmation, including a direct deposit payment stub, will be sent to the address provided on the Request Form each time a payment is issued. The authorization for direct deposit will remain in effect until it is modified or cancelled. If you close your checking account or decide to terminate the direct deposit process, please inform the Accounts Payable Office at 401-825-2445 or accounts.payable@ccri.edu as quickly as possible.

If you have any questions regarding direct deposit payment amounts, please contact David Rawlinson in the Controller's Office at 401-825-2150 or djrawlinson@ccri.edu.