

MEMO

TO: CIL Executive Directors

FROM: Kelly Flaughner, DVR

DATE: August 4, 2006

RE: Payment Lookup

The attached link is to an OA State web site that will give you access to payment information for your CIL. Although I have not used it much yet, I wanted to share this as I think it is something many of your financial staff would find helpful. By clicking on the FEIN and entering your number you can proceed to look up a specific payment/date/amount or get a list of all payments to your CIL. Although there is not a descriptive label for the payments, DESE does try to enter enough information in the invoice field to provide guidance on the purpose of the payment. Remember that DESE's agency number is 500. If it has a different number listed under the agency field the payment did not come from DESE.

This may be helpful information for your auditors as well as they begin reviewing cash receipts and might replace some confirmation letters by giving them instant verification of payments made by the state to the CIL.

Please share this with appropriate staff at your CIL.

Note: Your FEIN number would be the same as your SAM II vendor number EXCEPT that SAM II adds two digits at the end of your vendor number. Do not include the last two digits of your SAM II number in the FEIN field.

The message is ready to be sent with the following file or link attachments:

Shortcut to: <http://www.vendorpay.oe.mo.gov/login.aspx>

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

Kelly Flaughner
Coordinator, Rehab Services & Analysis
Division of Vocational Rehabilitation
Department of Elementary and Secondary Education
Phone: 573-526-7007
Fax: 573-751-1441
email: kelly.flaughner@vr.dese.mo.gov