To: All El Paso County Community College District Vendors

The El Paso County Community College District (The “District”) is making a change in the way that it pays its vendors.

The District is always looking for better ways to cut operating costs and run operations more efficiently. The time has come to move forward with a plan to pay its vendors through Automated Clearing House (ACH) transactions, a form of electronic funds transfer. ACH transactions are already used by the US Government to make Social Security and other payments to many Americans. Many companies use ACH transactions to make “direct deposit” payroll and other disbursements to their employees. By switching to making all payments to vendors through ACH transactions, or “ACH Vendor Payment,” the District will be eliminating the printing and mailing of thousands of checks per year, thereby reducing operating costs.

Additionally, vendors can take advantage of the following benefits when the District implements the change:

- Generally, funds availability is quicker (mail time is eliminated)
- The vendor does not have to visit the bank or mail a check to their bank to make a deposit. Check handling is completely eliminated. Therefore, the possibility of stolen, forged, lost or misdirected checks is eliminated.

Please provide on the attached form the information requested to have your payments deposited directly into the checking or savings account you designate at your financial institution (i.e. bank, credit union, etc.). Once completed and signed, please send this form to El Paso Community College, Attn: Accounts Payable, P O Box 20500, El Paso TX 79998-0500, within fifteen (15) working days of the date of this letter.

The target implementation date for changing over completely to ACH Vendor Payment is January 31, 2011. Beyond this date, all payments made by the District to all of its vendors shall be made via ACH transaction. As this transition progresses, many vendors will see the change in the way they get paid, from physical check to ACH transaction, before this final implementation date of January 31, 2011. Some vendors may see a change as early as late September, 2010.

Of course, with every payment the District issues, you will receive a notice of deposit by e-mail. If you have any questions, please do not hesitate to contact us at 915-831-6496.

This letter, the ACH Vendor Payment Authorization Agreement, and Frequently Asked Questions can also be accessed online at www.epcc.edu/purchasing. However, the form along with a voided check drawn on the account, must be returned via US Mail to the address indicated on the form.

Thank you for your cooperation with this initiative.

Sincerely,

Fernando Flores
Comptroller