

Community College of Rhode Island

Instructions for Vendor Request for Direct Deposit

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

How to sign up:

- 1) Go to the CCRI homepage. Go to the VP President page: Click on Accounts Payable, will take you to :
<http://www.ccri.edu/businessaffairs/businessoffice/acctspayable/index.html>
- 2) Click on the [Vendor Request For Direct Deposit ACH](#) link:

BUSINESS AFFAIRS Return to the Business Affa

CCRI Home » Business Affairs » Business Office » Accounts Payable

Accounts Payable

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

- [Accounts Payable Check Cycle FY 2012 - PDF*](#)
- [Instructions for Vendor Request for Direct Deposit - PDF*](#)
 - [Vendor Request for Direct Deposit ACH - PDF*](#)
- [Interpretation Service Billing Procedure - PDF*](#)
- [Interpretation Service Invoice MS Excel file‡](#)

‡ Excel files require MS Excel to view or print

Contact Information

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

Sandra Sokoll
Accounts Payable
Supervisor
Tel: 401-825-2445
ssokoll@ccri.edu

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

Initial establishment (or modifications) of Direct Depots accounts will be complete after 6 business days from your enrollment. All payments will be in the form of a check until Direct Deposit enrollment is complete. Once enrollment is complete, an email will be sent to the address provided in the form above each time a payment is issued and a copy of the direct deposit payment stub will be sent. The authorization for Direct Deposit will remain in effect until you modify or cancel it. If you close or change your checking account or decide to terminate direct deposit, please inform Sandy Sokoll, Accounts Payable, 401-825-1074 or ssokoll@ccri.edu as quickly as possible. If you have problems or questions regarding your payments please contact David Rawlinson in the Accounting Department, 401-825-2150 or djrawlinson@ccri.edu.