PINE TREE
INDEPENDENT
SCHOOL DISTRICT

MATTHEW DAVENPORT, M. Ed
ASSISTANT SUPERINTENDENT OF BUSINESS & FINANCE
E-MAIL – mdavenport@ptisd.org

STEVE CLUGSTON
SUPERINTENDENT

Dear Pine Tree ISD Vendor:

In an attempt to expedite payments, we are offering direct deposit (ACH) transactions for all Pine Tree ISD vendors. If you would like to take advantage of this option, please provide the following information:

Business or Contractor Name:_____

Bank Name:_____

Account Name:_____

ABA (Routing) Number:_____

Account Number:_____

Please √ one: Checking_____ Savings_____

Business Email:_____

Authorized signature:_____**Date:**_____

This form can be emailed to accountspayable@ptisd.org ; **OR** FAX 903-295-5004 Attn: Accounts Payable; **OR** returned by mail: PTISD Accounts Payable, PO Box 5878, Longview, TX 75608. Please allow 7 business days from receipt of this form for processed payments to be direct deposited.

Please call Shane @ 903-295-5133 if you have any questions.

Thank you,

Shane Warner
Accounts Payable
PTISD