Fine Arts Service Provider Request Form

Flow Chart

Campus Funds Is the service provider a vendor in Lawson? Yes Document should be Is the service provider's checked it is filled out information the same completely and accurately. Email form to as in LAWSON? accountspayable@neisd.net Yes The Compliance Technician Service Provider will complete vendor set up and return document to payment can be campus bookkeeper for

payment.

issued

Budget Funds

Document should be checked it is filled out completely and accurately. Email form to accountspayable@neisd.net



The Compliance Technician will complete vendor set up and process payment as indicated on the form