

**RETURN TO:**

Date: \_\_\_\_\_  
Company/Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, St, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Angela Claire – AP Specialist  
accounts.payable@brazosport.edu  
Phone: 979.230.3392  
Fax: 979-230-3344

**Government Contract Information**

If your company has contracts with TCCPN, GSA, DIR, US Communities, any other purchasing cooperative or HUB vendor for State of Texas, please describe the contracting agency and contract number below.

Contract Agency: \_\_\_\_\_ Contract Number: \_\_\_\_\_ Expires: \_\_\_\_\_  
Contract Agency: \_\_\_\_\_ Contract Number: \_\_\_\_\_ Expires: \_\_\_\_\_  
Contract Agency: \_\_\_\_\_ Contract Number: \_\_\_\_\_ Expires: \_\_\_\_\_

**Purchase Order Information**

Remittance Name (Contact): \_\_\_\_\_

I would like to receive the Purchase Order by: \_\_\_\_\_ E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address to send Purchase Orders: \_\_\_\_\_

Fax number to send Purchase Orders: \_\_\_\_\_

**Direct Deposit Agreement**

I hereby authorize **Brazosport College** to initiate automatic deposits to my account at the financial institution named below.  
Further, I agree not to hold **Brazosport College** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.  
This agreement will remain in effect until **Brazosport College** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Business Services Department.

**Account Information [OPTIONAL]**

Name of Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Checking Savings

Account Number: \_\_\_\_\_

E-mail address for payment confirmation: \_\_\_\_\_

**Authorized Signatures**

Authorized Signature (Primary): \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature (Secondary): \_\_\_\_\_ Date: \_\_\_\_\_

Please attach a voided check and return this form by mail or by one of the options given under the Return section at the top right of the form.