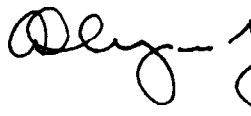


**MEMORANDUM**

**TO:** All Duval County Public School Employees

**VIA:** Ed Pratt-Dannals *E.P.D.*  
Superintendent of Schools

**FROM:** A. D. Ayars, Jr. P.E.   
Chief Operating Officer

**SUBJECT:** Electronic Employee Payments (Reimbursements)

Effective March 9, 2009, as part of the District's initiative to continue cost reductions with the purpose of providing for our classrooms; the District is implementing direct deposit/ ACH for all employee reimbursement payments (travel, etc.) with payment notifications by email. This electronic payment process will be facilitated through Bank of America using their PayMode program.

Reimbursement payments processed through Accounts Payable will be direct deposited (ACH) to the employee's bank account on record for their payroll direct deposit. All payment notifications will be sent to employee's Duval County Public Schools email address. **Note:** Payments may or may not coincide with paydays.

Below is an example of the employee email payment notification that will be sent:

*Your reimbursement request, (i.e. travel, and miscellaneous expenditures, etc) has been processed; your funds will be deposited into your bank account on 03/02/2009. This deposit represents:*

*Invoice number: IN 10/1-31/07 Payment amount: 200.00*

*If you have questions or need further information, please contact Accounts Payable at 904-390-2343 or email [PAYMODEDCPS@duvalschools.org](mailto:PAYMODEDCPS@duvalschools.org).*

We are excited to provide this more efficient employee payment process and convenience for all employees.