

# Paying Vendors

## Vendor Payments

Parents Reaching Out will make checks payable to vendors on your behalf. Complete the Request for Vendor Payment form and fax, mail or e-mail the form with a copy of the quote for the item/s you wish to purchase.

## Time-Line for Vendor Payments

Vendor checks will be cut every Friday. Completed Request for Vendor Payment forms received by Wednesday 5pm will be paid and mailed out on Friday of the same week.

There are basically two methods of purchasing items:

- a. **Quote-** You may obtain a “quote” or “voided receipt”, from a store, listing the items you wish to purchase. Fill out the Request for Vendor Payment form indicating the check be sent to you, but made payable to the store where you wish to purchase the items.
- b. **Catalog Ordering-** To order from a catalog, fill out the order form from the catalog. Fill out the request for Vendor Payment form and send both forms to Parents Reaching Out and Parents Reaching Out will make check payable to the catalog company, and send the check to the company.

**Important Information to Remember**

- 1) Parents Reaching Out is the fiscal intermediary agency that holds the money, cuts the checks and sends them to the vendor on your behalf. Parents Reaching Out's contact information is Phone: 505-346-3933 Toll free: 1-800-524-5176 Extension 237.
- 2) After you develop the plan it will be submitted to Molina TPA for approval. **Please wait to begin purchasing items until you have been notified that your plan has been approved.**
- 3) In addition a budget form will be created with your case manager . Each item/ description will have a budget amount. This budgeted amounts can change but remember that each change effects another line item Remember that Parents Reaching Out can never pay more than the negotiated total \$909.09.
- 4) There are basically two methods of purchasing items:
  - a. **Quote-** You may obtain a "quote" or "voided receipt", from a store, listing the items you wish to purchase. Fill out the Request for Vendor Payment form indicating the check be sent to you, but made payable to the store where you wish to purchase the items.
  - b. **Catalog Ordering-** To order from a catalog, fill out the order form from the catalog. Fill out the request for Vendor Payment form so that Parents Reaching Out will make check payable to the catalog company, and send the check to the company.
- 5) **Always keep your receipts or invoices.** To receive checks for the items or services you are requesting for your family member, you must have a receipt or invoice. Everything is based on receipts/invoices/quotes.
- 6) **All receipts must be dated on or before the end of your specific contract period.**
- 7) A **Request For Vendor Payment** form must be sent to Parents Reaching Out, along with your receipts, quotes, or order forms, each time you request a check.
- 8) You will have to pay **tax** on these items. Please make sure the taxes are included in the quote or voided receipt. Also make sure that any shipping and handling charges or any other associated costs are also included on your receipt.



# **How to contact Parents Reaching Out:**

**Toll free:** 1-800-524-5176 Extension: 237

**Phone:** 505-346-3933

**Fax:** 505-346-3934 or 1-866-774-3165

**TTY:** 1-800-659-8331

Parents Reaching Out  
Attn: Fiscal Services  
1920 B Columbia Dr. SE  
Albuquerque, NM 87106

E-Mail- [fiscalservices@parentsreachingout.org](mailto:fiscalservices@parentsreachingout.org)

[www.parentsreachingout.org/fiscalservices](http://www.parentsreachingout.org/fiscalservices)