



# Idaho Vendor Payment Request Form

Participant Name	Participant Acumen ID #
Employer Name (if different)	Month/Year of Invoice

Please check if vendor is:  Agency  Independent Contractor  Online Vendor  
 Other Business, Professional or Service Provider

### Payment Instructions (Check)

Make Check Payable To:	Send check to: <input type="checkbox"/> Vendor <input type="checkbox"/> Participant
Vendor Address:	Vendor City/State/Zip

### Payment Instructions (Online Order/Phone Payment)

Vendor Name/Website:	Vendor Contact Number:
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### Shipping Information

Name:	Address:
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Invoice/ Service Date	Service Code	Description (online purchases must include Item #, number of items, screenshot of item, color, and size)	Total Amount
<b>Total Check Amount (must include shipping)</b>			

**Return this form to Acumen by email, fax, or mail.  
 Include a copy of the voided receipt, invoice, or signed bid/estimate.**

By signing this form, I attest that services were delivered and received consistent with the Individual Service Plan and I have rendered and/or approved this payment request in accordance with the Program regulations. I understand that payment and satisfaction of this claim may be from Federal and State funds, and that I may be prosecuted under applicable Federal or State laws for any false claims, statements or documents or concealment of a material fact. Any misuse of funds may result in being fined or penalized, including but not limited to my repayment of claim.

Participant or Representative's Signature \_\_\_\_\_

Date \_\_\_\_\_

Acumen Fiscal Agent, LLC  
 5416 E. Baseline Rd., Suite 200  
 Mesa, AZ 85206 Phone:  
 (866) 496-9139 Fax: (855)  
 264-3290  
[Enrollment@acumen2.net](mailto:Enrollment@acumen2.net)

Service Code	Description	Service Code	Description
AEQ	Adaptive Equipment	RSS	Relationship Support
ESS	Emotional Support	SBS	Support Broker Support
JSS	Job Support	SNS	Skilled Nursing Support
LSS	Learning Support	TSM	Transportation Mileage
PSS	Personal Support	TSS	Transportation Support

**ACUMEN WILL REQUEST AN IRS FORM (W-9) BE SUBMITTED WHEN PAYMENT TO THE VENDOR WILL BE MADE BY CHECK OR DIRECT DEPOSIT. THIS FORM MUST BE RECEIVED BY ACUMEN PRIOR TO ANY PAYMENT. VENDORS CANNOT BE PAID IF THEIR NAME SHOWS UP ON THE LIST OF EXCLUDED INDIVIDUALS AND ENTITIES (LEIE). ACUMEN WILL VERIFY SERVICES HAVE BEEN APPROVED ON THE SUPPORT AND SPENDING PLAN PRIOR TO MAKING THE PURCHASE.**

- 1) Vendor Payments by check/Direct Deposit- Please note that these requests follow the same schedule as payroll, and will be processed based on the invoice/service date and when they are received.**

The employer or support broker can submit an invoice to Acumen for services approved on the Support and Spending Plan. Acumen will issue a check made payable to the vendor. This check will then be mailed to the employer or vendor as requested. It is the employer's responsibility to deliver this payment to the vendor if the check is mailed to the employer.

- 2) Online Order Requests - Requests will be placed in line for processing upon receipt.**

The employer or support broker can submit the vendor request form, along with screenshots and/or links for items to be purchased on behalf of the participant.

**Instructions for Employers and/or Support Brokers to complete and submit the Idaho Vendor Payment Request Form**

- A) For services rendered,** the Employer or Support Broker attaches a copy of the itemized receipt(s) or invoice(s), the Employer/Authorized Representative signs the form, and submits this to Acumen Fiscal Agent.
- B) For requests for items to be purchased by Acumen on behalf the participant,** the Employer or Support Broker submits screenshots and/or links to the items to be purchased along with the form. The Total Amount must include shipping and tax where applicable. The Employer/ Authorized Representative then signs and submits the form to Acumen Fiscal Agent.
- C) Price changes/differences.** As long as the price of the item does not exceed the amount approved and shown on the Support and Spending Plan, Acumen will make the purchase, even if the price of the item changes from the time of submittal to the time of purchase.