



## Request for Vendor Payment Instructions

Service Code	Description
INGS	Individual Goods and Services – approved service
ESUP	Employer Supplies – approved service

**ACUMEN REQUIRES AN IRS FORM W-9 BE SUBMITTED WHEN PAYMENTS ARE MADE TO AGENCIES, VENDORS AND INDEPENDENT CONTRACTORS. 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).**

### 1) Vendor Payments

The employer submits the request to the Care Coordinator along with an invoice/quote. Acumen will issue a check made payable to the vendor. The check will then be mailed directly to the vendor.

### 2) Online Order Requests

The employer can submit the vendor request form, along with screenshots and/or Wish List (example: Amazon, Walmart) for items to be purchased on behalf of the participant to the Care Coordinator.

### **Instructions for Employers to complete and submit the Vendor Payment Request Form**

The Employer fills out the Vendor Payment Request Form. Please note that vendor requests follow the same schedule as payroll, and will be processed based on the Invoice/request date and when approval through the care coordinator is received.

#### **A) For services rendered,** the Employer attaches a copy of the itemized invoice(s) or quote(s).

Invoice/Quote must be on letterhead. Information must be itemized listing out parts/materials, labor, shipping, tax, etc. The Employer signs the form and submits this to the Care Coordinator. The Care Coordinator will review and submit the request to the Sandhills Utilization Management Department for approval. Once reviewed and approved, Care Coordinator will provide approval information to the Employer. The Employer will provide the approval information to Acumen along with the request. Acumen will receive authorization from Sandhills to make the payment.

#### **B) For requests for items to be purchased by Acumen on behalf the participant,** the Employer creates a Wish List (example: Amazon, Walmart) and/or submits screenshots of the items to be purchased along with the form to the Care Coordinator. The Total Check Amount must include shipping and tax where applicable. The Care Coordinator will review and submit the request to the Sandhills Utilization Management Department for approval. Once reviewed and approved, Care Coordinator will provide approval information to the Employer. The Employer will provide the approval information to Acumen along with the request. Acumen will receive authorization from Sandhills to make the purchase.

- **Price changes/differences.** As long as the price of the item does not exceed the amount approved by the care coordinator, Acumen will make the purchase, even if the price of the item changes from the time of submittal to the time of Acumen making the purchase.
- **Voided receipt, itemized invoice or bid/estimate (quote).** Information shown must include at a minimum: date of quote/invoice, vendor/agency information and the person completing the quote on company letterhead, name and address for who quote/invoice is for (name of individual), itemized information including shipping costs, installation costs, sales tax, labor, parts/materials, costs for permits and inspections

**There may be no duplication of costs or restocking fees.**