CEFS

Email required funding documents and/or any document questions directly to Amber Polk agpolk@ncsu.edu with the subject line *Rapid Response F2S Support; do so **at the time of submission OR at the time of notification of funding approval***. *Please note again, the university has strict deadlines and timely submission of documentation is essential to a speedy receipt of funding; any delay could mean funds are not dispersed until late July.*

REQUIRED FUNDING DOCUMENTS
- W9 https://www.irs.gov/pub/irs-pdf/fw9.pdf
- EFT/ACH form https://ncffa.org/as/ncffa/i/chan/images/Vendor%20ACH%20Enrollment%20Form.pdf
- Scan/Picture of a voided check or a direct deposit authorization form from your bank
- Invoice: checklist provided with required wording below

CEFS INVOICE CHECKLIST for Vendors
In order to help the invoice process go smoothly and for vendors to be paid in a timely manner, the CEFS Business Office has created this invoice prep checklist. It is a comprehensive list of information that the University needs on the invoice to process and approve quickly.

Reminders:
- The name of you/your organization that you put on the invoice, as well as the remittance address, must match **exactly** what is on your W 9 and EFT/ACH form.

Checklist for invoice:
Vendor Info must include
❏ Full name of the vendor
❏ Address of the vendor
  ❏ This MUST be the full, unabbreviated address of the vendor
❏ Phone Number of the vendor
❏ Email of the vendor
"Bill To" Info must include
❏ Tes Thraves, Farm to School
❏ Center for Environmental Farming Systems or NC State University
❏ Campus Box 7609, NCSU, Raleigh, NC 27695
Invoice Description
❏ Quantity/Description -
  - **Local food purchasing** for school meals or student connection to local food/farmers **AND/OR**
  - **Local foods educational programming** (gardens, cooking, other education efforts) in ways that increase the skills, knowledge, and connection to local foods for children and their families
❏ Dates of services - May 2020
❏ Total $4,000
❏ A due by date - please write "due upon receipt" for fastest processing