

NOTICE

Pasadena Independent School District Vendor Notification Letter

DATE:

NAME:

ADDRESS:

CITY, STATE:

ZIP CODE:

Re: PISD CHECK NO. DATED FOR

To Whom It May Concern:

Our bank records indicate that the check noted above from Pasadena Independent School District remains outstanding and has not been deposited. We have placed a 90-day limit of negotiability on our checks; therefore, this check may be null and void.

Please review your records and **circle** the appropriate option listed below:

1. The check will be deposited on: _____
2. Void and reissue the check. Mail the check to:

3. Void the check and do not reissue. It is a donation to the school district.

Please return this form within two weeks of the date of this letter to:

Pasadena Independent School District

Attn:

If you have any questions, please do not hesitate to contact me.

Sincerely,

Phone:

Fax:

Email: