

Matthews, Diane

From: Soil & Water Conservation Program
Sent: Tuesday, May 24, 2022 8:03 AM
To: DNR.Soil and Water Conservation Districts staff
Cc: DNR.MGS SWC Staff
Subject: End of the Year Vendor Input forms
Attachments: Vendor Input_ACH-EFT Application.pdf

In order to help OA get caught up on entering Vendor Input Forms (VIF) into SAM II before the end of the fiscal year, OA has asked us to enter the vendor information in a spreadsheet that will then be uploaded into SAM II. The Program Office will be completing this spreadsheet and sending the required information to OA. **Starting now until June 8th**, please email your new VIF to soil&waterconservationprogram@swcd.mo.gov instead of sending to OA. Please include the word "Confidential" in the email subject line. OA is currently processing VIF that they received on April 27th and will continue to process the forms that they have already received, please do not resend. VIF that are updating existing vendors will need to be sent directly to OA as normal.

Next week, you will need to check on vendor statuses in MoSWIMS to make sure they were not purged at the end of May. We cannot stop the purging of vendors in SAM II. If you have a vendor that is purged, please email the Program office the new VIF before the June 8th deadline, so that it can be entered in the spreadsheet and uploaded. Any VIF received after June 8th will be returned to the District to be sent to OA as normal.

Attached is a copy of the newest version of the Vendor Input Form, for your convenience.

Thanks,
Soil and Water Conservation Program