

## CHEK Across BC Vendor Agreement

---

CHEK Across BC would like our parents to have the option of contacting authorized vendors directly to place their orders with a family purchase order number. CHEK families receive \$1000 per student in grades 1-9, and \$500 per student for Kindergarten. For the 2009/2010 school year, half of each student's funds are available before October 15. The remaining 50% is available October 15.

### Conditions of Agreement

- ✓ Payment of invoices is due 30 days from the date the invoice is received
- ✓ A separate invoice will be sent to CHEK for each individual family PO number and order
- ✓ Lessons (ie: music) may only be billed 2 months at a time, if possible. Session or seasonal fees (ie: soccer, gymnastics) will be paid in full. A billing form is provided on our website for instructors or you may send your own invoice.
- ✓ Credits/returns for paid invoices will be credited to the family's CHEK account and must only be used for purchasing more curriculum
- ✓ Credits for lessons of any kind are refunded to CHEK only, not parents or students
- ✓ Payment of invoices will be subject to each family's yearly resource allotment. If an invoice exceeds the family's resource allotment, the vendor will be notified to invoice the family. It is the parent's responsibility to pay the full amount of the invoice or the portion not covered by CHEK funds.
- ✓ Vendors will contact CHEK Across BC if complications occur from invoicing a parent for amounts that have exceeded their resource allotment.

\*Please fill out the information below if you would like to partner with us and our CHEK families.

Vendor Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ School Account #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Submit all invoices to:

CHEK Across BC

Mail: 810 Tenth Street, Nelson, BC V1L 3C7

Email: [resources@chekabc.ca](mailto:resources@chekabc.ca)

Fax: 250-352-0546