TOTEM correspondence

Vendor Direct Payment Request

School year

Submission Options
totem@hydaburg.k12.ak.us

Parents complete this form if:

- you want Totem Correspondence/HCSD to pay the vendor directly
- a vendor will accept a Purchase Order from Totem Correspondence/HCSD

All activities, services, supplies, instruction, memberships, etc. must be directly connected to a course on the student's ILP.

Student Name		**Grade Level**	

Vendor Name			
Mailing Address			
Phone		Fax	
Email		Website	
Contact Name			

Course ILP	Description	Amount

Parent/Guardian/Adult Student Signature	**Date**

A typed signature qualifies as official

Totem Approval Signature	**Date**

Admin Approved: 10.10.2023

A typed signature qualifies as official.