



TOTEM
correspondence

Vendor Direct Payment Request

School year

Submission Options
totem@hydaburg.k12.ak.us

Parents complete this form if:

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

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

Student Name		Grade Level	
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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

A typed signature qualifies as official.