



LYNN GALLAGHER, SECRETARY DESIGNATE



BRENT EARNEST, CABINET SECRETARY

**Mi Via Goods and Services
Explanation Letter for Vendors**

I am a participant receiving goods, supports, and/or services through a state and federally funded program called Mi Via.

Through this program, I am able to purchase certain items/goods and services in order make my purchase I need a cost quote from your business or agency. This cost quote should include the following:

- The name of your business or agency;
- Description of the goods or service to be provided; and
- Total cost of the good or service, including applicable sales tax

Once I have your cost quote I will submit this information to Conduent the state contracted Financial Management Agency (FMA).

The FMA will issue a check payable to your business for this purchase. The check will be a business check issued by:

**TNT Fiscal Intermediary Services
4935 Indian School Rd. NE
Salem, OR 97305**

Under state regulation the FMA must issue the check payable your business and may not issue a check payable to me. If your business would prefer payment be made in the form of a cashier's check please contact me.

I will bring the check, or cashier's check, to you in order to complete this purchase.

If you have questions regarding this payment to your business, you may contact Conduent at 1-866-916-0310.

Information about the Mi Via Program may be found here: <http://archive.mivianm.org/>.

