



BULLETIN

SUBJECT: Accounts Payable Payments **2023-24 NO. BS - 15**
TO: All Departments and School Sites
DATE: October 4, 2023
PREPARED BY: Nai Saelee, Office Assistant **DEPARTMENT:** Accounting Services
Fiscal Services
REVIEWED BY: Cindy Tao, Director III **APPROVED:** Jesse Castillo
Accounting Services Jesse Castillo,
Assist. Superintendent
of Business Services

This bulletin is to remind school site and department support staff the requirements and process of getting invoices paid through Accounts Payable in a timely and efficient manner.

Please note, Accounts Payable process and mail payments once a week, every Friday.

The Accounts Payable staff does not receive an automatic reminder when invoices are attached to purchase requisitions or when requisitions are in “Ready to Pay” status. Therefore, it is imperative to regularly check the status of your requisitions.

Please check your requisition’s status and payments tab periodically. Follow up with the assigned Accounts Payable Technician or send an email to invoices@scusd.edu.

To ensure smooth and timely payment of your invoices, please do the following before submitting an invoice for payment:

- **Check the Purchase Order (PO) Status in ESCAPE** – Ensure PO is in the “Ready to Pay” Status. Invoices cannot be processed for payment if it’s not in this status.
- **Check your Available PO Balance in ESCAPE** – Review your available PO balance in ESCAPE to ensure sufficient funds are available to cover the payment. Please reference the [Purchasing Guidelines](#) if a PO increase is needed.
- **Receive Items Online in ESCAPE** – Confirm that you have received the items or services specified in the invoice online. Failure to do so may result in delayed payments.
- **Review Invoice for Accuracy** – Carefully review the invoice for accuracy, checking all details such as units, pricing, and applicable discounts. If any discrepancies are found, please contact the vendor to rectify the issue.

- **Indicate the PO Number on the Invoice** – List/Write the PO number on the invoice to ensure proper matching and processing.
- **Sign and Date the Invoice/Reimbursement Receipts** – Obtain administrative approval to pay and sign and date the invoice or reimbursement accordingly.
- **Submit Signed Invoices** - Email signed invoices to invoices@scusd.edu for processing. Please ensure that all relevant documents are attached.

If you are not sure if an invoice was paid and/or it has been over 30 business days from the invoice or the date it was sent to Accounts Payable, send an inquiry email to invoices@scusd.edu. Accounts payable team will promptly respond and provide the necessary information.

If vendors email/mail the invoice directly to school sites or departments, please forward the invoice to invoices@scusd.edu with associated PO Number and approval signatures to pay.

By following these guidelines, we can maintain efficient operations and avoid any payment delays.

For your reference, Accounts Payable contacts are provided below.

- **Vendors A-D** - Jennifer Park, Jennifer-Park@scusd.edu Fiscal Services Technician (916) 643-7874
- **Vendors E-M** - Maria Allison, Maria-Allison@scusd.edu Fiscal Services Technician (916) 643-7889
- **Vendors N-Z** - Tahirah Preston, Tahirah-Preston@scusd.edu Fiscal Services Technician (916) 643-7887
- Lisa Capshaw, Lisa-Capshaw@scusd.edu, Lead Accounts Payable Technician (916) 643-7892