To all our valued vendors and service providers,

We would like to take this time to thank our vendors and service providers for their support and patience during these challenging times; your partnership is a valued asset we could not do without.

In order to ensure that vendors and service providers receive payment in a timely manner we would like to take this time to review all the procedures that must be followed.

- School Board policy for the payment of goods and services requires that a Purchase Order be issued before items may be sent or services rendered. A Purchase Order ensures the items and amounts have been approved and are considered by the Board as a valid contract with the vendor.

- Site/Department requisitions or phone call orders are not Purchase Orders. When items or services are shipped or completed without a valid Purchase Order, we are not obligated to pay as the purchases were not officially approved.

- All Purchase Orders must have a signature from an authorized official of the District Business Office.

- The District will verify vendors have not been suspended, debarred, or otherwise excluded (per the Code of Federal Regulations) prior to issuing a Purchase Order.

- Invoices must be sent Attn: Accounts Payable at the District Office, P.O. Box 1031, Monterey, CA 93942-1031. They must reference a valid Purchase Order and must be an original invoice to guarantee remittance in a timely manner. Accounting policy does not permit payment from facsimiles or photocopies of invoices.

We would like to thank you in advance for adhering to these procedures. If you have questions regarding the verification of Purchase Orders please feel free to contact the Business Office at 831-645-1225.