

# LOS ANGELES UNIFIED SCHOOL DISTRICT

## VENDOR GUIDE

Our Mission is  
Timely Payments and Customer Service Excellence



## ACCOUNTS PAYABLE BRANCH

333 S. Beaudry Avenue, 27<sup>th</sup> Floor, Los Angeles, CA 90017-5141 • (213) 241-4800  
Fax (213) 241-8913 or (213) 241-6849  
[accounts-payable@lausd.k12.ca.us](mailto:accounts-payable@lausd.k12.ca.us)

July 1, 2006

Dear Valued Vendor/ Service Provider:

During the last three years, the Accounts Payable Branch has been working to improve its processes, systems, and guidelines to better serve our customers. New initiatives have been designed and implemented to improve communications, clarify procedures, and streamline the payment cycle. What previously took the District well over 60 days on average to pay now averages less than 45 days and we are continuously striving to shorten the process even further.

Some of the initiatives now in place to assist you include:

- A new Customer Service Unit that can be reached at (213) 241-4800 or by email at [accounts-payable@lausd.k12.ca.us](mailto:accounts-payable@lausd.k12.ca.us).
- Software support to provide call and incident tracking capabilities to insure prompt problem resolution.
- Procurement-Cards (credit cards) for purchases of up to \$1,000.00 per transaction, enabling vendors to be paid within 72 hours for goods and services.
- On-line tools to help District schools and offices expedite the receipt of goods and services, enabling Accounts Payable to quickly make payments to vendors.
- Post Audit Procedures with the Los Angeles County Office of Education that have reduced the time to pay invoices an additional 4-5 days.

Future initiatives include:

- Electronic Data Interchange (EDI) for our high invoice volume providers.
- Document Imaging – Work Flow Software to further streamline procedures.

Our goal is to have all vendors paid in less than 30 days from receipt of invoice. To achieve this we have prepared this Vendor Guide to explain current procedures and documentation necessary to process an invoice expeditiously. The more you know about our payment process, the better we can work together to meet your expectations.

We hope you find this information useful. If you require assistance, please contact our Customer Service Unit at (213) 241-4800 or [accounts-payable@lausd.k12.ca.us](mailto:accounts-payable@lausd.k12.ca.us). Also, visit our website [www.accounts-payable.lausd.net](http://www.accounts-payable.lausd.net) for additional information and answers to frequently asked questions.

## QUICK REFERENCE GUIDE FOR VENDORS:

### **FOR ALL PROFESSIONAL SERVICE CONTRACTS: "TWO-WAY MATCH"**

To process a payment, A/P must be able to verify a "two-way match" between the purchase order and invoice. Invoices are mailed to the ordering site. The administrator signs the invoice to verify services were rendered and forwards the signed invoice to A/P for processing (The administrator should retain a copy of the signed invoice for his/her files).

- For Professional Service contracts **in excess of \$5,000 but less than** the bid threshold (currently \$65,100) in addition to the processes listed above, the ORDERING SITE MUST OBTAIN A FULLY EXECUTED CONTRACT SIGNED BY THE VENDOR AND CONTRACT ADMINISTRATION BRANCH PRIOR TO ANY SERVICE BEING PERFORMED. A/P must receive executed copy of contract prior to processing payment.
- For Professional Service Contracts from bid threshold **to \$100,000**, in addition to processes listed above, an Informal Request for Proposal must be conducted to satisfy Board Policy.
- For Professional Service Contracts **> \$100,000**, in addition to processes listed above, a formal Request for Proposal must be conducted to satisfy Board Policy.

### **FOR ALL OTHER GOODS AND GENERAL SERVICES: "THREE-WAY MATCH"**

To process a payment, A/P **MUST** be able to verify a "three-way match" between the purchase order, the receiving report and the invoice. (See chart on next page). Each item is created to document specific aspects of the purchase. The three-way match serves as a control mechanism to ensure that the District pays only for goods and services that were appropriately ordered and received.

Please note, as a general rule, the school or office (Ordering Site) is responsible for creating their own purchase order or requesting the Purchase Order to be issued through the Purchasing Branch. The school or office receiving the goods or services is responsible for entering the Receiver (for either P.O. type) in the system. Please refer to the checklist on page 5 for additional information.

You, the Vendor are responsible for sending the Invoice to A/P at the following address:

LAUSD – AP Branch  
P.O. Box 54306  
Los Angeles, CA 90054  
PRO-FORMA / ADVANCE BILLING INVOICES ARE NOT ACCEPTABLE

Send all other correspondence to the following address:

LAUSD – AP Branch  
333 S. Beaudry Ave., 27<sup>th</sup> Floor  
Los Angeles, CA 90017-5141

## THREE WAY MATCH CHART

<i>Description</i>	<i>Attention</i>
<p><b><u>#1 Purchase Order</u></b>            Authorization for vendor to deliver goods or service. Shipping, handling and taxes should be itemized separately.</p>	<p>LAUSD is under no obligation to pay for goods or services provided prior to issuance of a P.O.</p>
<p><b><u>#2 Receiver</u></b>            Notification that good or services have been received by ordering site. Authorized A/P to pay invoice.</p>	<p>LAUSD cannot pay invoice with out notification by receiving site that P.O. has been filled.</p>
<p><b><u>#3 Invoice</u></b>            Notification by vendor that goods and services have been delivered or rendered. Invoice must contain items described in checklist (next page).</p>	<p>LAUSD will not pay invoices issued prior to deliveries, missing required information, or in excess of P.O. amount.</p>

**VENDOR OR CONTRACTOR'S INVOICE CHECKLIST:**

To expedite the payments, the following attributes are required for Accounts Payable Branch to process an invoice:

<i>Invoice Checklist</i>	
	a) Invoice Date
	b) Payee (same as name on contract/ Purchase Order)
	c) Address (same as contract) or remittance address
	d) Invoice #, preferably 8 digits or less. If your invoice # is greater than 8 digits, please inform Accounts payable which number should be viewed. (This invoice # will show on check stub and will facilitate contractor's cash application process)
	e) Contract number or contract number with amendment letter or Purchase Order Reference number.
	f) Date(s) when Services Rendered (must be within contract or amendment dates). If Purchase Order, cannot be prior to P.O. date.
	g) If project, description of phase completed as stated on contract
	h) Quantity or number of hours associated with the goods or services
	i) Unit Price
	j) Itemized shipping, handling and tax amounts
	k) Total amount due
	l) If applicable, deduction from amount due for any retention per contract
	m) One original invoice with responsible person's signature and two copies