



## Coachella Valley Unified School District

### ACCOUNTS PAYABLE

It is CVUSD policy to process payment on invoices expeditiously so that the district may; to the extent possible, take advantage of available discounts and avoid finance charges. (BP3314). The following are some general guidelines to follow to ensure timely payment of invoices.

- Process a requisition in Galaxy **prior** to engaging a vendor to provide goods or services. Our office cannot process payment on invoices without a Purchase Order or Contract.
- Submit all packing slips or receipts for Open Purchase Orders (B) to the Fiscal Services. Submit all packing slips to District Warehouse for line item purchase order (P) when materials are delivered to your site/department.
  - Review the packing slip and indicate the date received.
  - Check mark all the items received. Indicate zero (0) for items NOT received.
  - Sign the packing slip or receipt to authorize payment of items received.
- Forward any invoices received at your site to Fiscal Services for payment processing.
  - Review the invoice and indicate the date received.
  - Write, "Approved for Payment" and have an administrator sign authorizing our office to process payment.
- Print purchase order or contract number on all invoices/packing slips/receipts and submit to Fiscal Services as soon as possible to avoid payment delays.
- Travel & Conference related expenses do not require a requisition, only a Conference Request Form on School Stream.



Contact	Department Assignments	Vendor Assignments	Contact Information
Christy Castro Gonzalez	N/A	All Vendors A-I	760-848-1051
Fiscal Services Technician		Contracts & PO's	<a href="mailto:christabel.castro@cvusd.us">christabel.castro@cvusd.us</a>
Dora De Lara	N/A	All Vendors J-S, Desert Concepts	760-848-1054
Fiscal Services Technician		Contracts & PO's	<a href="mailto:ddelara@cvusd.us">ddelara@cvusd.us</a>
Penelope De Leon	Nutrition Services	All Vendors T-Z	760-848-1070
Accounting Assistant II	Special Education <b>Contracts</b>	All Office Depot PO's	<a href="mailto:penelope.deleon@cvusd.us">penelope.deleon@cvusd.us</a>
Lorena Pompa	Facilities	Advantage West, Southwest, Smart & Final	760-848-1055
Accounting Assistant II	EXLP <b>Contracts</b>	Legal Fees	<a href="mailto:lorena.pompa@cvusd.us">lorena.pompa@cvusd.us</a>
Tiana Romero	Conference Requests, Mileage & Expense Reimbursements		760-848-1069
Fiscal Services Technician	Utilities, Site/Department Cash Collections		

We look forward to working with you.  
 Please contact if you have any questions  
 Ana Alvarado, 760-848-1048 or [aalvarado@cvusd.us](mailto:aalvarado@cvusd.us)