



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
<b>Christy Castro Gonzalez</b> Fiscal Services Technician	Transportation	All Vendors A-L Contracts & PO's	760-848-1051 <a href="mailto:christabel.castro@cvusd.us">christabel.castro@cvusd.us</a>
<b>Dora De Lara</b> Fiscal Services Technician	Maintenance	All Vendors M-Z Contracts & PO's	760-848-1054 <a href="mailto:ddelara@cvusd.us">ddelara@cvusd.us</a>
<b>Penelope De Leon</b> Accounting Assistant II	Nutrition Services Special Education <b>Contracts</b>	All Office Depot PO's	760-848-1070 <a href="mailto:penelope.deleon@cvusd.us">penelope.deleon@cvusd.us</a>
<b>Lorena Pompa</b> Accounting Assistant II	Facilities ASES <b>Contracts</b>	All Utilities Legal Fees	760-848-1055 <a href="mailto:lorena.pompa@cvusd.us">lorena.pompa@cvusd.us</a>
<b>Favian Rosales</b> Senior Account ClerkII	Travel & Conference Requests and Conf. Reimbursements Authorized Employee Expense Reimbursements & Mileage		760-848-1069 <a href="mailto:favian.rosales@cvusd.us">favian.rosales@cvusd.us</a>

We look forward to working with you.  
Please contact Veronica Zepeda if you have any questions at 760-848-1066 or [vzepeda@cvusd.us](mailto:vzepeda@cvusd.us)