From: Lena Young-Gallardo
To: BSD-CBO List; BSD-FinMgrsMeet List
Cc: BSD-ExecutiveStaffList
Subject: Bulletin - Accounts Payable - Accounts Validation Services (AVS)
Date: Monday, October 20, 2025 1:52:31 PM
Attachments: image001.png
Bulletin - Accounts Payable AVS.pdf

Good afternoon. Please see the attached bulletin regarding a new enhancement District Financial Services is offering for Accounts Payable EFT payments.

Transforming lives through education
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San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

DATE: October 20, 2025

TO: Chief Business Officials, Fiscal Services Directors, and Other Interested Parties
San Bernardino County School Districts (K-12, Community Colleges, ROP's)

SUBJECT: Accounts Payable – Account Validation Services (AVS)

District Financial Services is pleased to share an added layer of protection for Accounts Payable payments, Account Validation Services (AVS)!

What is AVS?
AVS helps verify bank account ownership prior to setting up a vendor for Electronic Funds Transfer (EFT) payments. It's a valuable enhancement to your existing verification steps, giving your team extra confidence when setting up or changing vendor accounts.

How to use it:
Before adding or changing EFT information, simply email the completed EFT Form to DFS.Accounting@sbcss.net. Our Accounting Unit will validate the information and return the results to you as soon as possible.

Please note, AVS is not a replacement for your current internal controls, and it does not eliminate all fraud risk, but it's an additional safeguard to support your existing review process. If the AVS results reflect a mismatch or an account open for less than 12 months, it doesn't necessarily mean the request is fraudulent; however, the district should take extra steps to confirm the accuracy and legitimacy of the request before processing.

Thank you for incorporating this important verification step; together, we're strengthening financial integrity across all districts!

Sincerely,

Ted Alejandre
County Superintendent of Schools

Signed Lena Young-Gallardo
Lena Young-Gallardo, Director
District Financial Services

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