

How Vendors Are Paid

Vendor Payment Process with DCS

1. **The Educational Facilitator (EF) Generates Purchase Orders (PO's):** The EF generates purchase orders into our purchasing system from the information on the Student Services Form. This is usually for the semester, by monthly increments for the amount agreed upon.
2. **The Finance Assistant Approves and Issues Purchase Orders (PO's) Monthly:** Each month, our Finance Assistant approves and issues the PO's via email or postal mail. You will receive one PO# per student for the semester. This means you will reuse the same PO# per student each month. Please contact our Financial Assistant, Heather Pollock, if you do not receive a PO.

Heather Pollock

hpollcock@mydehesa.org

760-743-5817

3. **The Vendor Invoices DCS:** Upon receipt of the PO numbers, the vendor generates an invoice to mail or fax to DCS. You may use your own invoice form or the sample invoice included below.

Each invoice must include:

- ✓ The student's name
- ✓ DCS Purchase Order number (PO#)
- ✓ Date/s of service
- ✓ Service rendered
- ✓ Amount to be paid for the service

You may include several students on the same invoice.

*** We strongly encourage vendors to number and keep a copy of their invoices.**

4. **DCS Receives Invoice and Cuts a Check:** Upon receipt of the invoice, and approval of the Executive Director, DCS issues a check of payment to the vendor. The vendor may expect payment up to 10 business days after submitting the invoice.

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Invoice # _____
 Date: _____
 Month of _____
 Service: _____

Company/Vendor
 Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

#	Student Name	PO#	Date(s) of Service	Service Description	Amount Due
1					
2					
3					
4					
5					
6					
7					
8					
Total					\$ -