



Preparing every student to thrive in a global society.

January 7, 2019

To Vendor:

Thank you for doing business with East Side Union High School District. As a result of an external audit, we have put increased emphasis on our invoice review and payment practices. Effective Tuesday, September 1, 2015, all invoices must contain sufficient detail to support payments requested. All contracted services invoices will be reviewed to ensure they contain the following elements listed below:

- Purchase order number
- Location of work/service performed
- Summary detail of work/service performed
- Facilities contract must include project number, name, and financial contract summary
- Service date(s)
- Name of person who performed the work/service
- Number of hours of service
- Materials listed by quality and unit price

If an invoice is received and any of the above elements are missing, you will receive the attached invoice rejection letter which will identify the missing element(s). If you have any questions regarding the requirements, please do not hesitate to contact Sylvia Pelayo, Director of Finance at 408-347-5220 or via email at pelayos@esuhsd.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Jew".

Chris Jew
Associate Superintendent of Business Services

East Side Union High School District Board of Trustees

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