

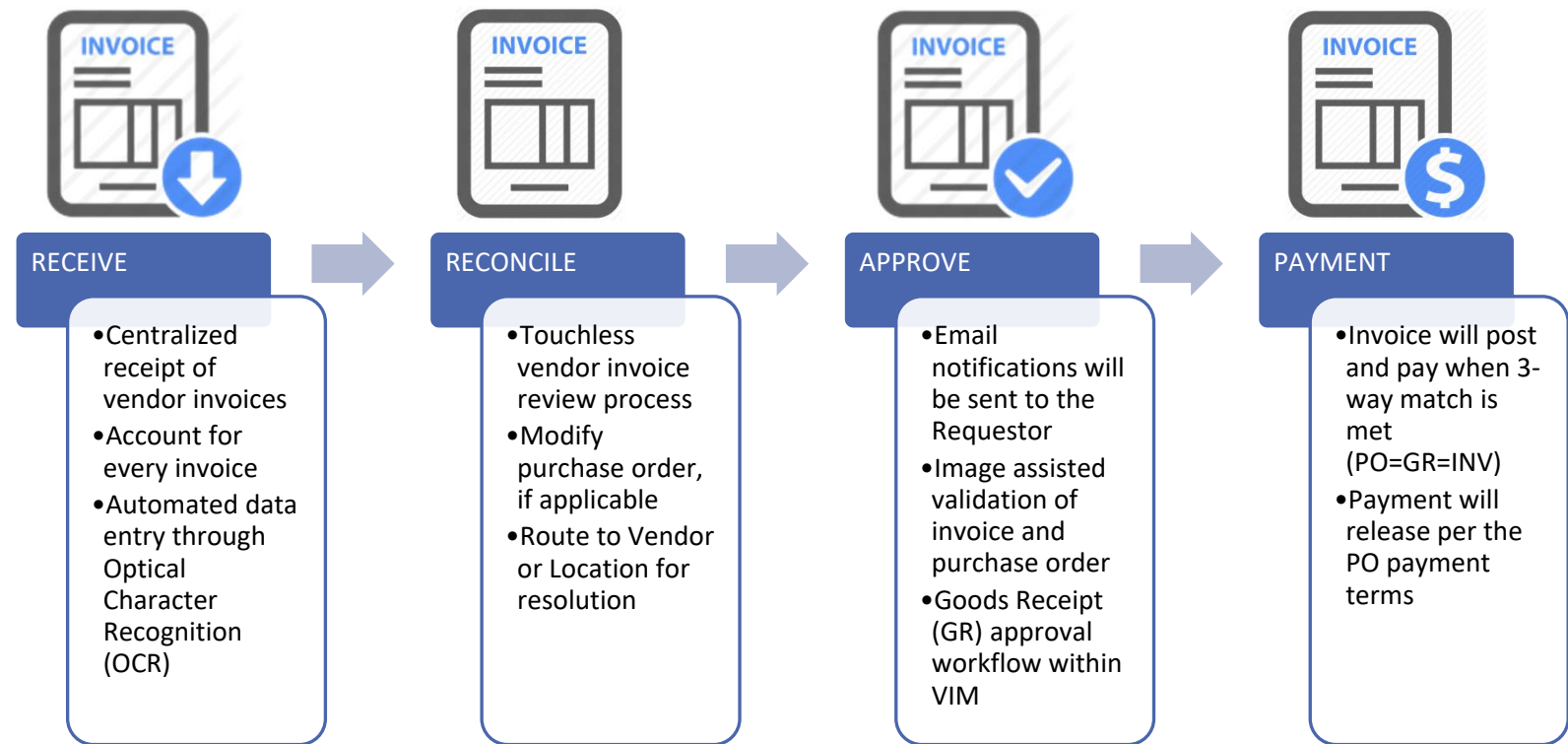
# LAUSD Accounts Payable Branch

Los Angeles Unified School District (LAUSD) is continuously working on streamlining our process to provide accurate and timely payments to our vendors. We are making improvements now that we want to share with you.

Effective **September 14, 2020**, LAUSD will transition to an automated paperless invoice processing system for all payments.

*What does paperless invoicing mean?*

All vendors will need to submit invoices electronically via email in PDF format. These invoices must be sent directly to [invoices@lausd.net](mailto:invoices@lausd.net).



Paperless process have major benefits such as:

- Reduce paper handling, carbon footprint, and physical storage
- Improve productivity, workflow, and limit errors
- Automated review, approval, and payment process
- Increased visibility – know where the invoice is in the process cycle!

*Who can you contact if you have questions?*

- For invoice and payment related questions, please contact Accounts Payable at (213) 241-4800 and/or send email correspondence to [Accounts-Payable@lausd.net](mailto:Accounts-Payable@lausd.net).
- For purchase order related questions, please contact Procurement Services Division (PSD) at (562) 654-9007. For more information, visit the PSD website at <https://achieve.lausd.net/Page/400>.
  - Vendors/Contractors Resources website at <https://achieve.lausd.net/Page/3904>
- For construction, and maintenance and operations related projects, please contact Facilities Services Division at (213) 241-2650. For more information, visit their website at <https://www.laschools.org/new-site/>.

Thank you for your continued support and cooperation as we streamline our processes.