

IMPORTANT REMINDERS!

- ✓ Expense Report - (Mileage) Turn in Monthly w/Google map showing mileage; (Travel) submit original receipts, signed approval, and account string
- ✓ Invoices need for payment. Can not pay from quote/proforma/statement.
- ✓ HELP - If you notice mailing address is incorrect please have vendor update to 13994 Castroville Blvd and have them email invoice to accounts_payable@nmcusd.org
- ✓ Partial Orders - Do not wait till order is complete to submit invoices with items that already shipped and received (Avoid past due/account hold)
- ✓ Supply Orders – (Office Depot/Palace) Turn in once received to avoid past due/account hold