

Online Campus Payment Processing Instructions

These temporary instructions are due to NOCCCD staff working remotely from their homes and a need to continue paying invoices by using electronic invoices and email messages. Please follow the guidelines below:

Campus Receives Invoice directly from Vendor

1. Forward or scan the invoice to the appropriate approver.
2. In the subject line of your email type: **Vendor name, invoice number, and amount**. In the body of the email, note the purchase order for payment.
3. Instruct the approver to forward their email **approval to pay** to the Accounting Technician at the District that handles the vendor: Jackie Salcedo (jsalcedo@nocccd.edu) Letters A to E; Carla Angelico (cangelico@nocccd.edu) Letters F to M; Linda Baxter (lbaxter@nocccd.edu) Letters N to R; and Deborah Spargo (dspargo@nocccd.edu) Letters S to Z. If you are unsure of which technician to forward it to, Accounts Payable has a general email address (invoice@nocccd.edu) that you can forward it to instead. All the Accounting Technicians have access to this email address.
4. Once A/P receives the invoice along with the email approval to pay, they will prepare and process the invoice for payment into Banner.

Campus Receives Invoice from A/P

1. Fill in the information that A/P asks in the body of the email message and forward it to the approver if it is someone other than yourself.
2. Follow step 3 above.
3. A/P will follow step 4 above.

Thank you for helping us get through this situation and providing our vendors with a smooth transition to receiving their payments.