

Los Angeles City College Administrative Services "How To" Book	Plant Facilities	VI
		A-26
How Do I Access the Letter to the General Contractor to Withhold Payment?		

A. Brief Description

Below is the link to access the **Letter to the General contractor to Withhold Payment**.

B. How To

1. The **Letter to the General contractor to Withhold Payment** can be accessed from the District website @ <http://albacore.laccd.edu/#facilities>. From the District network, the aforementioned link can also be reached by following the procedures below:

- a. Log onto the District's website @ www.laccd.edu,
- b. Next, click on the link **Faculty and Staff Resources**,
- c. Next, click on the link **Intranet (District Network Only)**,
- d. Next, click on the link **Facilities**,
- e. Then, select the link **Letter to General Contractor re: Withheld Payment(s)**.