

Los Angeles City College Administrative Services "How To" Book	Facilities	VI
		A-28
How Do I Access the Memo Withholding Payment from the General Contractor to Accounts Payable (Sign-Off)?		

A. Brief Description

Below is the link to access the **Memorandum to the Accounts Payable Department Withholding Payments from the General Contractor (Sign-Off)**.

B. How To

1. The **Letter to the Accounts Payable Department to withhold payment from the General Contractor (Sign-Off)** 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 **Memo Withholding Pmt from Gen Contractor to Accts Payable (Sign-Off)**.