

<b>Los Angeles City College Administrative Services “How To” Book</b>	<b>Plant Facilities</b>	<b>VI C-4</b>
<b>How Do I Generate and Transmit Contractor Check?</b>		

**A. Brief Description**

These procedures are established to guide staff through the process of generating checks for any contractor regarding contracts or Facilities Orders.

**B. How To**

1. All the paperwork and documents regarding the processing of any contractor’s payment or check generation are processed at the College Purchasing Department (Accounts payable) except for those greater than \$125,000.00. Payments for contracts greater than \$125,000.00 are processed at the District Accounts Payable.
2. The College Purchasing Department (Accounts Payable) staff enters the contractor’s invoice information into the SAP system and releases the document for the system to generate the contractor’s check. In the case of contracts greater than \$125,000.00, the District Accounts Payable enters the invoice into the SAP system and releases the document for the check to be generated.
3. The District Office Accounts Payable staff generates or prints the physical check and transmits or mail the check to the contractor’s address on file at the District.