

Los Angeles City College Administrative Services “How To” Book	Accounts Payable	VII G-3
How Do I Generate and Transmit Contractor’s or Vendor’s Check?		

A. Brief Description

These procedures are established to guide staff through the process of generating checks for a vendor or contractor regarding purchases or contracts.

B. How To

1. All the paperwork and documents regarding the processing of any vendor’s or contractor’s payment or check generation are processed at the College Purchasing Department (Accounts payable).
2. The College Purchasing Department (Accounts Payable) staff enters the vendor’s or contractor’s invoice information into the SAP system and releases the document for the system to generate the vendor’s or contractor’s check.
3. The District Office Accounts Payable staff generates or prints the physical check and transmits or mails the check to the vendor’s or contractor’s address on file at the District.