

Los Angeles City College Administrative Services "How To" Book	Accounts Payable	VII G-4
How Do I Process Vendor's Credit?		

A. Brief Description

These procedures are established to guide staff through the processing of vendors' credits.

B. How To

1. Vendor credits are basically money that the vendor owes the District or campus for items returned, damaged, short shipped or overpaid in error.
2. The vendor can be asked to return the credit in the form of a check to the LACCD Accounts Payable Department, referencing the Purchase Order number for which the original check from the LACCD was sent.
3. The normal process is to utilize the vendor credit or apply the credit to reduce the amount of future invoices for future payments due that particular vendor.