

Accounts Receivable FAQs

Where are you located, and what are your hours of operation?

Accounts Receivable is located at the District office at 3401 CSM Drive, San Mateo, CA 94402 and is open Monday through Friday 8:30 am – 5:00 pm.

What kind of payments do you accept?

We accept cash, personal checks, wire transfers and credit card payments.

How do we get billed and when?

For services provided by SMCCCD such as facilities use or sales made by SMCCCD, such as surplus sale, we will issue an invoice once the contract or transaction has been completed. Any deposit payments made at the time the contract was signed will be shown on the invoice. The invoice will be sent from either the District office or one of the campuses to the address provided.

How to obtain a revised invoice?

If an invoice sent to you by SMCCCD needs to be revised, please contact the Accounts Receivable person listed on the invoice and request a revision. If appropriate a new invoice will be sent to you in a timely manner.

How to cancel an invoice?

If an invoice sent to you by SMCCCD needs to be cancelled, you will need to contact the Accounts Receivable department and explain the circumstances that require an invoice to be cancelled. If necessary, the decision to cancel an invoice will be made only after Accounts Receivable receives confirmation from the department that provided the service/goods.

How to pay for my student fees?

If you are taking classes at SMCCCD and you need to pay for your student fees, you can pay using Websmart or pay in person at one of the campuses Cashier's office. For any additional questions, please contact the Cashier's offices directly:

Canada College

4200 Farm Hill Blvd

Redwood City, CA 94061

Phone: 650.306.3270

College of San Mateo

1700 W Hillsdale Blvd

San Mateo, CA 94402

Phone: 650.574.6412

Skyline College

3300 College Drive

San Bruno, CA 94066

Phone: 650.738.4101

