



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

ACCOUNTS PAYABLE  
3401 CSM DRIVE, SAN MATEO, CA 94402  
TELEPHONE: (650) 574-6505 FAX: (650) 574-6574

From: Kathy Blackwood, CFO – San Mateo County Community College District

To: All vendors and payees of San Mateo County Community College District

Subject: ACH Payment Authorization

Date:

In order to expedite the payment processing, San Mateo County Community College District (SMCCCD) is now offering our vendors the option of having your payment electronically deposited into your bank account.

We encourage your company to join this new and more efficient payment system by filling out the attached ACH Authorization Agreement and submitting it together with a void check to the Accounts Payable Department at San Mateo County Community College District.

If you have any questions regarding the ACH form and procedure, please feel free to contact us at (650) 574-6505.

Thank you,

Kathy Blackwood

Chief Financial Officer