

Accounts Payable FAQs

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

Accounts Payable 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.

How to check payment status on past due invoice?

If you have any open invoices issued to SMCCCD, please call 650.574.6505. When calling please provide the PO# and the name of the person that placed the order, as well as your Federal Tax ID in order to expedite the process of tracing down your payment. Please note that the invoices have to be first approved by the department that placed the order or authorized the work, prior to being forwarded to Accounts Payable for processing.

How to get a replacement for a lost check?

If you lost a check issued by SMCCCD to you, you will have to fill out the form “**Lost Check Affidavit**” and send it to Accounts Payable in order to get a replacement check. If in the meantime, you do recover the initial check, do not attempt to cash it as it will have a stop payment on it and it is now void. Please make sure to verify and provide the correct address where the replacement check can be mailed out to.

How to replace a stale date check or damage check?

If a check issued by SMCCCD to you has now become stale dated (older than 6 months from the issuance day), or has been damaged and cannot be cashed, you need to send it back to Accounts Payable (SMCCCD – Accounts Payable 3401 CSM Drive, San Mateo, CA 94402) and request a replacement check. Please make sure to verify and provide the correct address where the replacement check can be mailed out to.

How to sign up for Direct Deposit?

If you would like to be paid via direct deposit, please fill out the “**AP ACH Agreement**” form and forward it to Accounts Payable with a void check. If you need to update your bank or account information, you need to fill out the same form again and forward it to Accounts Payable for processing.

How often is the Accounts Payable check/ACH processing?

On a regular basis the Accounts Payable processes payments three times a week – Monday, Tuesday and Thursday.

Why we require a W-9 from you?

We will need a current and complete W9 form from you in order to process any payments. Please make sure your **name, federal tax classification, Social Security Number or Employer Identification Number** are matched with IRS record when you file the income tax return. The form needs to be signed by the appropriate staff from your organization and dated. Please use the most recent **W9** form provided by IRS.

I am a student at SMCCCD and I received a refund check. How can I find out what it is for?

If you are taking classes at SMCCCD and you received a refund check, please contact the campuses Cashier's office directly if you would like to know what it is for:

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