



April 11, 2023

**TO:** Business and Accounting Administrators  
Los Angeles County K-12 School and Community College Districts, and  
Other Local Educational Agencies (LEAs)

**FROM:** Raul Regalado, Enterprise Financial Systems Consultant  
Accounts Payable Unit  
Division of School Financial Services

**SUBJECT:** Warrant and EFT Advice Change

The Los Angeles County Office of Education has made changes to how the Warrant and EFT advices are printed. These changes will take effect in the next few days.

In the updated version of the Warrant and EFT advice, amounts are consolidated by invoice ID and payment document number. This greatly reduces the number of lines (and pages) to be printed. These changes will make it easier for vendors to match invoice(s) with their respective payments.

If you require assistance with Accounts Payable transactions and/or system and vendor information, please contact the following:

<b>SFS AP Group</b>	(562) 922-8888	<a href="mailto:SFSAccountsPayable@lacoed.edu">SFSAccountsPayable@lacoed.edu</a>
Gail Shimokochi	(562) 922-8729	<a href="mailto:Shimokochi_Gail@lacoed.edu">Shimokochi_Gail@lacoed.edu</a>
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Approved:  
Nkeiruka Benson, Director  
Division of School Financial Services

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SFS-A43-2022-2023