

# Memo

**To:** All Mt. San Antonio Vendors  
**From:** Jackson Kuo, Director, Accounting

**Date:** April 1, 2020

**Re: IMPORTANT UPDATE: MT. SAN ANTONIO COLLEGE IS GOING PAPERLESS!**

Effective March 20, 2020, Mt. San Antonio College has transitioned to online services in compliance with the Governor's stay-at-home order. The health and safety of our students, staff, and community is our top priority and we are dedicated to doing what we can to promote the well-being of all. As a result of these events our staff are working remotely in this expanding COVID-19 crisis, which will have some impacts to our past processes.

**Mt. SAC is Going Paperless!**

Effective immediately Mt. SAC is requesting that we transition to paperless processing and are asking that all vendors email invoices to [AccountsPayable@mtsac.edu](mailto:AccountsPayable@mtsac.edu) and no longer send via mail. If you have any unpaid invoices that were mailed, please email a list of outstanding invoices and a representative from Accounts Payable will reach out to you to get an electronic copy if necessary. **Please include your company name and PO#(s), if applicable, in the subject line.** We have also updated the information on our purchase orders to reflect this change. If you have questions regarding the status of your invoice please contact the Accounting department using this email.

**Updates to Vendor Information?**

If you are a new vendor and are not yet in our system, or have updates to your company's contact information, including W-9, contract, etc., please contact the Purchasing Department at [Purchasing@mtsac.edu](mailto:Purchasing@mtsac.edu).

We appreciate your support during this time of transition as we do our best to respond in a timely manner.

Sincerely,

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