



Los Angeles Unified School District

Office of Data and Accountability - State Reporting Services Branch
333 South Beaudry Avenue, Los Angeles, CA 90017
Phone: (213) 241-2450

VENDOR INSTRUCTIONS WHEN REQUESTING ACH (EFT) PAYMENTS TO LOS ANGELES UNIFIED SCHOOL

Student Directory Information Requests (StuDIR):

Sharing of information with authorized business partners of Los Angeles Unified. From our databases, data is extracted, analyzed, and reported for district partners for statistical compilation.

Historically, Los Angeles Unified has only facilitated one method of payment – “checks.” The Accounting Controls Branch has authorized the Office of Data and Accountability (ODA) to offer an alternative option for payment of data pulls under their guidance.

Vendors are to initiate the following specific actions to establish ACH/EFT payments to LAUSD.

Please take the following steps to set up an ACH (EFT) payment to the Los Angeles Unified School District through the Revenue Accounting Branch, Cash Receipts Unit:

- 1** Contact Accounting Controls Branch, Cash Receipts Unit, at (213) 241-5142, (213) 241-7950, or email Bernadette Ceniza at bernadette.ceniza@lausd.net to secure LAUSD’s bank account name, address, account number, and bank routing number.
- 2** Upon receiving the information, contact **your** bank to set up and process “ACH/EFT payment to the Los Angeles Unified School District.” It is **very important** that the remittance identify the purpose of the payment.
- 3** Confirm with your bank that the **reference** and/or **text field** reflects the branch name, invoice number, and purpose e.g. StuDIR – meaning Student Directory Information Request. This is to ensure appropriate crediting.