



MEMO

To: SDP FMS Vendors Community
From: Yolanda Perez, Fiscal Services Manager
Subject: SDP Payment Schedule
Date: December 18, 2024
CC: Kyla Lee, Jesse Rocha, Jenice Turner, Cesar Garcia, Cherylle Mallinson

Attention SDP FMS Vendors,

SCLARC will continue to process SDP check runs every Thursday until further notice. Vendors must submit their invoices by end of the day on Monday in order to be paid on that week's check run. Invoices submitted after Monday will be paid on the following week's check run. If a Thursday follows on a holiday, the check run be paid earlier that same week.

***Note: December 25, 2025 check run will be moved to pay on December 23, 2025. Invoices should be submitted by end of the day on Sunday, December 21st to paid on December 23rd check run.**

Please note: Direct deposits (EFT) are transmitted on Thursdays, but may take 1 to 2 business days to become available in your account depending on your bank.

Please contact Monica Torres, Accountant, for any SDP ebilling, billing, or payment questions by email MonicaT@sclarc.org or myself at YolandaP@sclarc.org . Any questions regarding the SDP Budgets should be directed to Case Management or the Individual's Service Coordinator.