



Kelvin R. Adams, Ph.D.
Superintendent of Schools
ANGELA BANKS
Chief Financial Officer

**Saint Louis Public Schools
Accounts Payable Fiscal Year-End Notice**

April 15, 2021

{ Company Name }
{ Mailing Address }
{ City, ST, Zip }

Dear Valued SLPS Vendor:

In order to close out our District's FY20/21 school year, we are requesting all vendor invoices be forwarded to our Accounts Payable Department, no later than **5 p.m., May 28, 2021**.

Please check your invoices before forwarding to our Accounts Payable Department to ensure they include the correct purchase order numbers. Invoices with incorrect or missing purchase order numbers will delay the payment process.

Submit your company's invoice(s) to:

By mail: Board of Education, St. Louis Public Schools
Attn: Accounts Payable, 801 N. 11th Street, St. Louis, MO 63101
By email: Accounts Payable Department: AccountsPayable@slps.org

Please submit a copy of invoice as soon as possible, if your invoices are received in the Accounts Payable Department after May 28, 2021, your invoice payment may be delayed until after the start of FY21/22 calendar year.

Invoices sent directly to the individual schools and departments and not directly to the Accounts Payable Department for purchased goods and/or services received prior to May 28, 2021, may have payment delayed until after the start of FY21/22 calendar year.

If the Fiscal Control Office can assist you in any way, please contact **Beverly Foster at (314) 345-2493** for Accounts Payable related issues and contact **Charles Ellis at (314) 345-2389** for all other issues.

Thank you in advance for assisting the SLPS Finance Division / Accounts Payable Department in better serving your business and closing out the District's FY20/21 fiscal year.

Respectfully,

Robert Horton, Procurement Director