

Guide to Billing

In order for you to close out your account for the administration year, you will need to pay your final invoice. Below are the steps to take to receive your final invoice and to successfully pay it off.



Please note.

The Cost Estimate is **not** your final invoice. Final Invoices will be sent once **all** reports have been delivered.

Step 1

Contact your TA once all surveys are complete.

Step 2

Make sure CalSCHLS has received your signed MOU.

Step 3

If you are using a purchase order, notify your TA as soon as possible, and email the PO when it is ready.

Please note.

Your invoice will be emailed from WestEd Accounting once **all** reports have been delivered.



Step 4

Send check to: WestEd Operating Account
 P.O. Box 889001
 Los Angeles, CA 90088-9001

If you would like to use an alternative method of payment, please email
billing@wested.org.

If you have additional questions, please email calschls@wested.org with a clear subject line so we can route your question to the appropriate support personnel.