



Cornelio Gonzalez, Ph.D.  
Executive Director

# Region One Education Service Center

1900 W. Schunior, Edinburg, TX 78541 ♦ Ph (956) 984-6000 ♦ Fax (956) 984-7655

September 1, 2020

To All Region One ESC Vendors:

This letter is to advise you of the Region One Education Service Center's requirements before making payments for any purchase, service, or debt billed to Region One ESC.

A prior approved Region One ESC purchase order, with a purchase order number, is **REQUIRED** before the issuance of any vendor or suppliers' goods and/or services. Do not begin work without a purchase order.

To request payment, we require the following:

1. Itemized invoice
2. Region One ESC purchase order number printed on the itemized invoice
3. Include the program and/or department being billed, if applicable
4. Include the Cooperative Name and Contract Number, if applicable
5. Email invoices to: [accountspayable@esc1.net](mailto:accountspayable@esc1.net)

If you have any questions, please do not hesitate to contact the Region One ESC Finance & Internal Operations. We appreciate your attentiveness to this matter as we work together to ensure you receive timely payments.

Respectfully,

*LUCIO MENDOZA*

Lucio Mendoza  
Finance Director  
956.984.6117  
[lmendoza@esc1.net](mailto:lmendoza@esc1.net)