



*Judith M. Solis, Ed.D.
Interim Executive Director*

Region One Education Service Center

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

September 1, 2021

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. **Region One ESC is not liable for any goods/services provided without an approved Purchase Order.**

The Region One ESC is now processing vendor payments electronically via a bank Automated Clearing House (ACH) deposit. If you haven't enrolled in this service, we invite you to do so using the enclosed ACH Set-up Form.

In order to expedite payment, the following information must be provided in all invoices:

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. Include the Remit To address so we can ensure payments are routed correctly, if applicable
6. Email invoices to: accountspayable@esc1.net

If you have any questions, please do not hesitate to contact the Region One ESC Accounts Payable at accountspayable@esc1.net. We appreciate your attentiveness to this matter as we work together to ensure you receive timely payments.

Respectfully,

LUCIO MENDOZA

Lucio Mendoza
Finance Director