



12345 El Monte
Los Altos Hills, CA
Foothill College
De Anza College

MEMORANDUM

TO: All Departments

FROM: Purchasing, Contracts & Risk Management and Fiscal Services Departments

DATE: October 30, 2025

SUBJECT: Discontinuation of Payment Authorization Form for Service Payments

This memorandum is to notify all departments that the District will discontinue the use of the Payment Authorization Form (PAF) for service payments effective **February 2, 2026**. To support a smooth transition, service-related PAFs will be accepted through **January 30, 2026**. Any PAF received on or after February 2, 2026, will be returned, and the transaction must be processed through the requisition and contracting process.

The PAF was originally intended for limited, one-time service payments under \$5,000. However, through internal control reviews and complying with public records act requests, we have determined that we are not meeting certain compliance standards and exposing the District to additional liability. As a result, to ensure compliance with California Education Code § 81655 and District Administrative Procedures 3140 and 3143, all service-related payments, regardless of dollar amount, must now be supported by a fully executed agreement and a Purchase Order (PO) issued prior to the start of work. When applicable, vendors must also provide evidence of insurance in accordance with District requirements before work begins. This change strengthens internal controls, aligns with public contracting requirements, and supports audit compliance.

Effective February 2, 2026, all service payments previously processed using a PAF must follow the procedures below:

1. Complete an Agreement for Services (or appropriate contract form).
2. Obtain all required signatures and insurance documentation, if applicable.
3. Submit a Requisition to Purchasing for review and PO issuance.
4. Do not begin services until a fully executed agreement, required insurance, and a PO are in place.

Non-service payments allowed under District guidelines (e.g., reimbursements, memberships, publications, fees, and dues) may continue to be processed through the Direct Pay Request Form routed to Accounts Payable.

Departments are encouraged to begin transitioning away from the PAF immediately to minimize delays when the new process takes effect. If you have any questions regarding the appropriate payment process or insurance requirements, please contact the Purchasing Department. For additional guidance and resources on Purchasing procedures, please visit <https://purchasing.fhda.edu/>

We appreciate your support as we continuously strive to maintain compliance to applicable legal standards and improve our processes.

A handwritten signature in black ink, appearing to read "Raquel Puentes-Griffith".

Raquel Puentes-Griffith, CPA
Executive Director, Fiscal Services

A handwritten signature in black ink, appearing to read "Mark Hua".

Mark Hua, CPPO
Director, Purchasing, Contracts, and Risk
Management