



### Invoice Submission Process

1. Send the numbered invoice to the family for review and approval. Please attach the attendance sheet if it is not included in the invoice. Include the following:
  - a. Participant Name
  - b. Invoice Number
  - c. Service Month
  - d. Service Details
  - e. Service Code (if known)
    - i. Only one service month/period/invoice
2. Once the family approves the invoice, the family will send the invoice and CC you to: [sequoiavendors@sequoiasd.com](mailto:sequoiavendors@sequoiasd.com).
3. ACH payments will be made according to the VENDOR PAYMENT SCHEDULE below.
4. To view remittance, as a Vendor with SequoiaSD, we will create a log to Global Cash Card after your first payment. You will be able to log in and view payments.

Pay Period	Pay Period	Pay Period	INVOICE Due	ACH Payment Sent
1	01/01/24	01/15/24	01/18/24	01/23/24
2	01/16/24	01/31/24	02/03/24	02/09/24
3	02/01/24	02/15/24	02/18/24	02/23/24
4	02/16/24	02/29/24	03/03/24	02/08/24
5	03/01/24	03/15/24	03/18/24	03/25/24
6	03/16/24	03/31/24	04/03/24	04/10/24
7	04/01/24	04/15/24	04/18/24	04/25/24
8	04/16/24	04/30/24	05/03/24	05/10/24
9	05/01/24	05/15/24	05/18/24	05/24/24
10	05/16/24	05/31/24	06/03/24	06/10/24
11	06/01/24	06/15/24	06/18/24	06/25/24
12	06/16/24	06/30/24	07/03/24	07/10/24
13	07/01/24	07/15/24	07/18/24	07/25/24
14	07/16/24	07/31/24	08/03/24	08/09/24
15	08/01/24	08/15/24	08/18/24	08/23/24
16	08/16/24	08/31/24	09/03/24	09/10/24
17	09/01/24	09/15/24	09/18/24	09/25/24
18	09/16/24	09/30/24	10/03/24	10/10/24
19	10/01/24	10/15/24	10/18/24	10/25/24
20	10/16/24	10/31/24	11/03/24	11/08/24
21	11/01/24	11/15/24	11/18/24	11/25/24
22	11/16/24	11/30/24	12/03/24	12/10/24
23	12/01/24	12/15/24	12/18/24	12/23/24
24	12/16/24	12/31/24	01/03/25	01/10/25