



Complete a line for each batch you have updated to Check Pending status. Please use the information from the Process Checks activity to complete this section of the form.

Enter your name and title at the bottom of the form.

Add any comments for processing staff.

Save the file with the following naming convention:

AP-Authorization-XX-YYYYMMDD-E-UUUUUU.xls(x)

where:

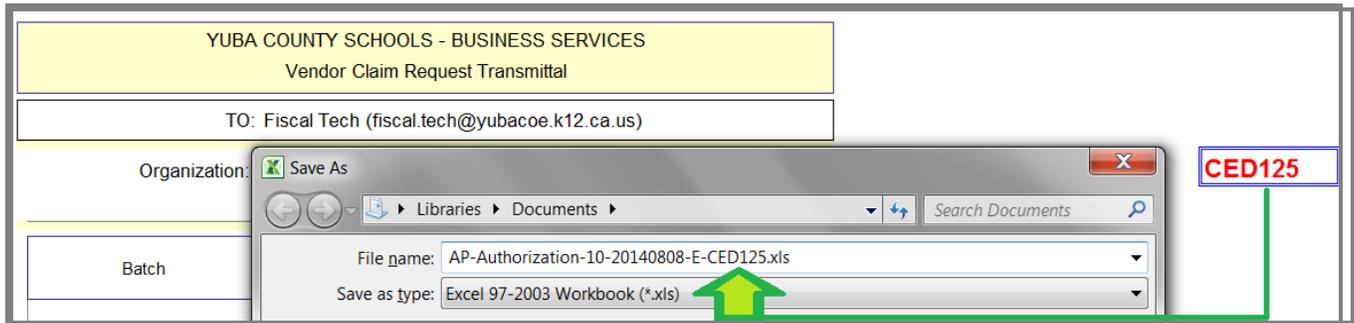
XX is two-digit Organization Number

YYYYMMDD is Full Year, Month, and Day of the scheduled payment date

E indicates this is an Escape payment

UUUUUU is unique string. A random value you may use is generated in cell L7

This value ensures uniqueness if multiple forms are sent with same org and date



Email the completed form to [fiscal.tech@yubacoe.k12.ca.us](mailto:fiscal.tech@yubacoe.k12.ca.us)

Be sure to enter the email Subject line as follows:

AP-Authorization-XX-YYYYMMDD-E-UUUUUU

The **AP-Authorization** part of the subject line helps route the message to the correct Inbox folder for processing. Not following this convention may result in your payment being overlooked and processed late.

Include the same unique identifier (UUUUUU) in both the file name and subject.

The information from each submitted AP Authorization form is collected by an automated process to simplify payment management at the COE. This information is compared against current data in Escape before processing continues. Do not send the authorization before your payments are in Check Pending status. Completing each field and submitting the form with the proper identifiers will help us efficiently process your payments.

Receipt of this form via email indicates your indicated payment batches are properly entered and balanced and that you approve processing of these payments.