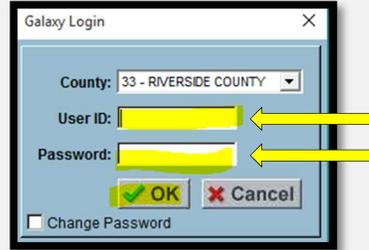
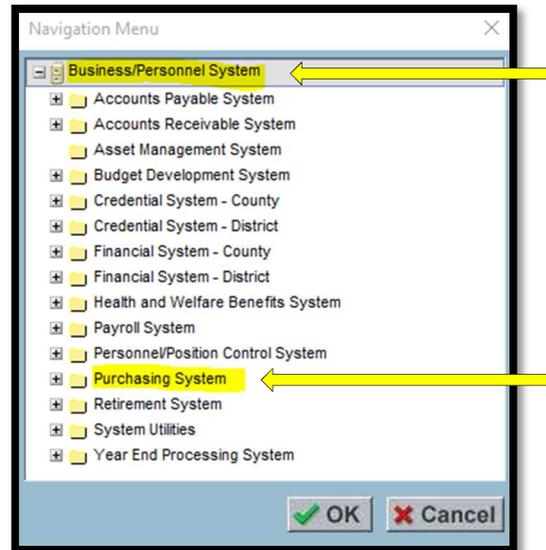


Steps to Check Contract Invoice Payment Status

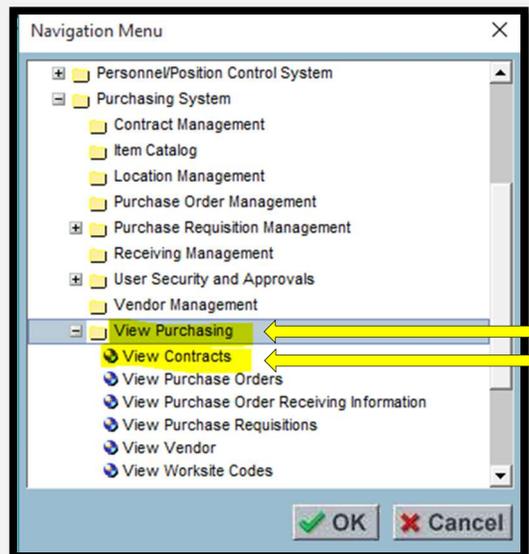
Log in to Galaxy: Enter your User ID and Password and click OK.



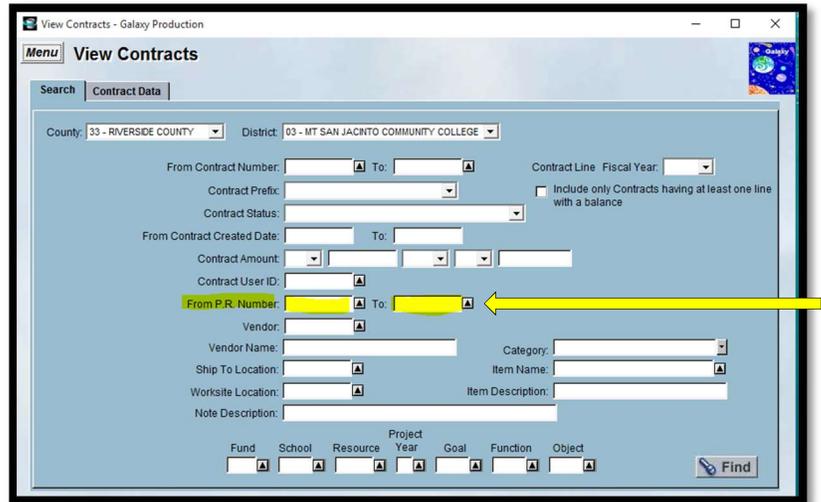
Click the + sign next to **Business/Personnel System**, then click the + sign next to **Purchasing System**



Click the + sign next to **View Purchasing**, then double click **View Contracts**.

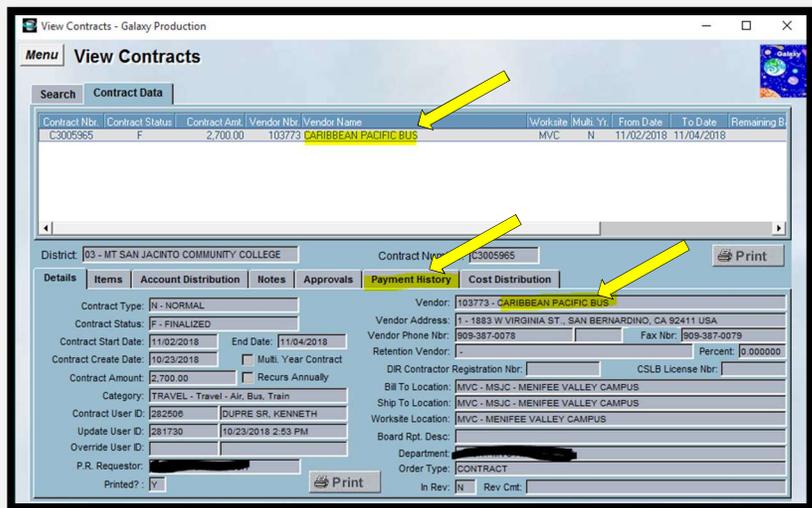


When the **View Contracts** window opens, enter the "A" PR number in both boxes next to **From P.R. Number**, then click **Find**.



The next window appears with your PR contract detail.

Verify the vendor name to make sure you're looking at the correct PR, then click on the **Payment History** tab to view the payment status details.

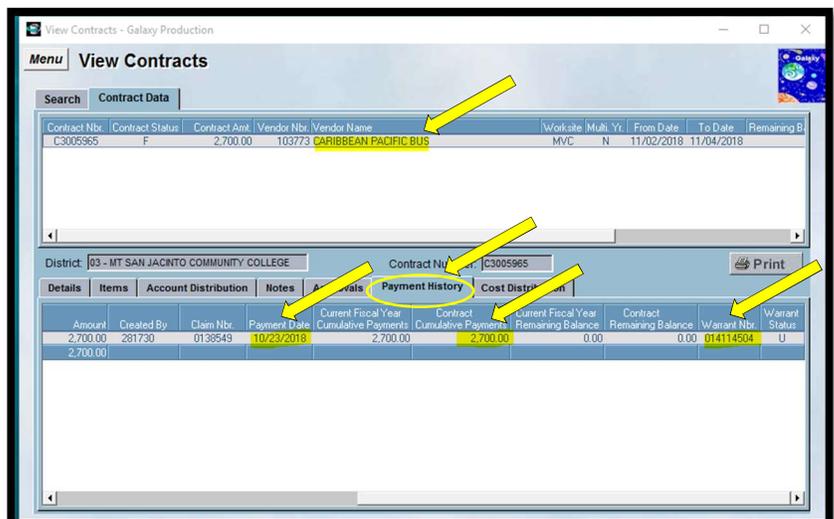


Once the **Payment History** is open, you will need to scroll to the right at the bottom of the screen to see the payment details.

You will see the Vendor Name at the top, the Payment Date, the Payment amount, and the Warrant Number (check number).

Typically, Accounts Payable will receive a check from Riverside County Office of Education **2-3 days after** the Payment Date. Sometimes invoices are pulled for audit, if so, this takes an additional 1-2 days.

If you need to provide a vendor with the exact check mailing date, please don't guess - contact Accounts Payable.



Who to contact:

- If you have questions about contracts, please contact BusinessServices@msjc.edu.
- If you have questions about payment, please contact AccountsPayable@msjc.edu.