

**Lopez, Felipe**

---

**From:** Lopez, Felipe  
**Sent:** Friday, March 13, 2015 10:48 AM  
**To:** COM Managers  
**Subject:** Invoices Without Approved Requisitions



*OFFICE OF THE  
CHIEF BUSINESS OFFICER*

**M E M O R A N D U M**

**To:** Managers  
**From:** Felipe R Lopez, Chief Business Officer  
**Date:** March 13, 2015  
**Subject:** **Invoices Without Approved Requisitions**

Attention Managers,

The District's Accounts Payable Department continues to receive invoices that don't have **approved requisitions**. It is extremely frustrating both for the vendor and my staff to have to follow up with Managers who don't follow District procedures and protocols. Every item/service that is ordered or purchased without proper approval puts the District and **you** the Manager at risk. All Managers will be held accountable for any purchase that does not have an approved requisition in the system. This means a requisition must be approved first before an order or service can be placed.

Please note the District operates under a centralized purchasing system. All purchases must be authorized by a signed purchase order. Any delivery of goods or services, without an approved requisition and Purchase Order, may not be honored for payment. Letters will be sent out to all vendors directing them to obtain a proper District Purchase Order prior to providing goods or services to our campus in order to avoid any such non-payment.

Please work with us in ensuring all purchases meet District procedures and protocols.

Thank-you

**Haigler Steven**

---

**From:** Lopez, Felipe  
**Sent:** Wednesday, February 24, 2016 2:28 PM  
**To:** COM Managers; COM Staff; COM Faculty  
**Subject:** Unlawful Activity and Reporting Guidelines



*OFFICE OF THE  
CHIEF BUSINESS OFFICER*

**M E M O R A N D U M**

**To:** Campus Community  
**From:** Felipe R Lopez, Chief Business Officer  
**Date:** February 24, 2016  
**Subject:** **Unlawful Activity and Reporting Guidelines**

Attention:

I would like to remind individuals regarding the District's whistleblower reporting protocols. Individuals are encouraged to report suspected incidents of unlawful activities by district employees in the performance of their duties. I encourage all individuals to read District Administrative Regulation AR 7701 Whistleblower Reporting Protocols by clicking on the link below for more information.

[http://district.compton.edu/board\\_of\\_trustees/doc/AR\\_7701%20Whistleblower%20Reporting%20Protocols.pdf](http://district.compton.edu/board_of_trustees/doc/AR_7701%20Whistleblower%20Reporting%20Protocols.pdf)

As a reminder, Compton Community College District participants in the WE-TIP program. If you have information on any unlawful activity, you are encouraged to report it to (800) 78-CRIME or [www.wetip.com](http://www.wetip.com) or by clicking on the click below. All contacts are completely anonymous.

<http://www.compton.edu/adminandoperations/campuspolice/Documents/we-tip-ecc-2013.pdf>



## Lopez, Felipe

---

**From:** Lopez, Felipe  
**Sent:** Friday, April 24, 2015 9:24 AM  
**To:** COM Managers; COM Staff  
**Cc:** James, Reuben; Bass, Shelton; Cole Estal  
**Subject:** Payroll Distribution – Effective Immediately



*OFFICE OF THE  
CHIEF BUSINESS OFFICER*

**M E M O R A N D U M**

**To:** Campus Community  
**From:** Felipe R Lopez, Chief Business Officer  
**CC:** Reuben James, Director of Fiscal  
Shelton Bass, Payroll  
Estal Cole, Payroll  
**Date:** **April 24, 2015**  
**Subject:** **Payroll Distribution – Effective Immediately**

Effective immediately - under no circumstance can an individual employee's payroll check be picked by anyone other than the employee **without written authorization** provided to your department manager. This is to ensure the safety and confidentiality of the employee; there will be no exceptions. The only other alternative is that the check will be mailed to the address of record.

I appreciate your cooperation. Please feel free to contact me at extension 2111 or Reuben James at extension 2110 if you have any questions and/or concerns that you might have regarding this matter.