



March 21<sup>th</sup>, 2024

Dear Agency Partner,

In Feeding San Diego's effort towards continued improvement and providing partners with greater ease of service, we have a few updates to share regarding paying your invoices. Please forward this information to your finance department or anyone handling payments for you. Below are the requirements from our Finance team regarding invoice payments:

- **ON THE ENVELOPE:** Address envelopes to "ATTN: A/P" so that your check is directed to the appropriate department for processing.
- **\$ AMOUNT:** Please have your checks reflect the exact total of the invoice(s) you are paying. This will prevent an invoice from being flagged as unpaid.
- **ON THE MEMO LINE:** Your agency number and invoice number(s) must be written on the memo section of the check. Doing so will reduce confusion and ensure funds are applied accurately.

Pro Tip:

Your agency number is P#### and you can ask your Coordinator for this number. You can add a copy of your invoice into the envelope to really streamline the process! Do not staple it to the check.

**ADDRESS:** Please remember to be sending checks to our P.O. Box at:  
P.O. Box 501910  
San Diego, CA 92150-1910

As a reminder, Feeding San Diego will email your agency invoices on the day of delivery or pick up and our Distribution Team will provide a hard copy with the food. If you are not receiving both invoices, please let your Coordinator know immediately.

We great appreciate your understanding and support in this update. These changes will make the payment process smoother and help keep your account up to date.

Please let us know if you have any questions.

Best Regards,

Feeding San Diego Finance and Programs Department

9477 Waples St., Ste. 100, San Diego, CA, 92121

Tel: 858.452.3663 Fax: 858.768.7438

[feedingsandiego.org](http://feedingsandiego.org)

MEMBER OF  
**FEEDING  
AMERICA**



**CHECK EXAMPLE:**

**FEEDING SAN DIEGO** 0025  
DATE 1/1/2090  
PAY TO THE ORDER OF Feeding San Diego \$ 100.00  
One Hundred DOLLARS SECURITY FEATURES INCLUDED  
MEMO Agency #1111, Invoice # 12345  
*John Doe*  
AUTHORIZED SIGNATURE  
⑆ 789123456 ⑆ 123789456123 ⑈ 0025

Checks must include your **Agency Number** and your **Invoice Number**

All checks must include a specific invoice total. Please do not send a flat sum or over/under amount of your invoice. **Doing so makes it difficult to balance your account.**

John Doe  
1234 XYZ St.  
Anytown, CA 12345

**When sending checks, address to A/P.**  
This tells Finance what the check is intended for (i.e. a payment of invoice versus a donation).

ATTN: A/P  
Feeding San Diego  
9455 Waples St, Ste 135  
San Diego, CA 92121

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