

**Denver Public Schools**  
**Accounts Payable Department**  
**780 Grant St**  
**Denver, CO 80203**  
**Phone: (720) 423-1383**  
**Email: [accountspayable@dpsk12.org](mailto:accountspayable@dpsk12.org)**

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**To:** All Denver Public Schools (DPS) Vendors and Independent Contractors (IC)  
**Attention:** Vendor Accounts Receivable Manager  
**Subject:** Welcome Letter with “Centralizing Invoices” and “How to Get Paid instructions”

Dear Accounts Receivable Manager and Independent Contractors (IC)

The purpose of this letter is to assist your company by providing four very important DPS instructions, which will ensure that your firm knows the DPS requirements to get paid on time.

1. **DPS Vendor and Independent Contractors Registration Diagram** – All vendors and IC’s are required to register on the DPS Portal and to obtain a vendor number in order to get paid. The first attachment provides the details about the following information:
  - Link to the DPS Registration Video
  - Link to the DPS Supplier Portal User Guide
  - Instructions for your company to properly register on the DPS Portal
  - Necessary information to ensure that your invoices are addressed to the correct DPS location
  - Requirements to notify the school/department of your successful registration
2. **DPS Vendor and IC Invoice Requirements and Centralizing Invoices** – The second attachment provides all invoice requirements that must be provided on each invoice that is submitted. Benefits you will realize:
  - You can invoice yourself through the Supplier Portal by attaching a copy of your invoice
  - Your invoices will be approved through the workflow process
  - No more waiting for your invoices to be manually approved and account coded by the school/department
  - With a purchase order you can track your invoices and payments on the Supplier Portal
3. **Centralizing Invoices** – The purpose of centralizing invoices will allow all invoices to be processed in our accounting system in a timely manner. We are aware that some of the schools/departments need or would like a copy of your invoices also. So please cc them on the email. Below is our centralized Accounts Payable information:

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**Attn: Accounts Payable Department**

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**NOTE: All construction Payment Applications should still be sent to Acoma address included in your welcome letter.**

4. **DPS Financial Payment Options-** All vendors including Independent Contractors have three options for means of payment from DPS. The third attachment provides details about the following options:
  - ACH (Direct Deposit)
  - Mailed hard copy check
  - Credit Card (single use account - not P-Card)

Please review this material prior to submitting your next invoice for payment.

Please feel free to call the Accounts Payable Department should you need assistance – (720) 423-1383

Thank you for your attention to this matter.

Respectfully

Annette Stahlecker  
Manager of Accounts Payable Department - Denver Public Schools