

**LOS ANGELES COUNTY OFFICE OF EDUCATION  
Division of School Financial Services**

DATE: \_\_\_\_\_

TO: Revenue & Apportionment Unit  
Division of School Financial Services

FROM: \_\_\_\_\_ District

SUBJECT: **SFS PAYMENT NOTIFICATION E-MAIL LIST**

Instructions:

- There is a limit of 3 email recipients per school district.
- Please check appropriate box: To add (+) or to remove (-) a recipient.

Our district would like to participate in the SFS Payment Notification E-Mail Distribution List.

	Name	E-mail address	+	-
(1)				
(2)				
(3)				

Approved by:

Print Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\* Please email the completed form to: [SFS\\_Payment\\_Notification@lacoedu](mailto:SFS_Payment_Notification@lacoedu).

\* For questions, please contact Revenue & Apportionment Unit at (562) 922-6264.