



## Bond Consultant & Vendor Billing Process

- Billing invoices must include the following:
  - Dated through end of month
  - Addressed to “Oceanside Unified School District – Attn: Bonds”
  - OUSD Project Name, OUSD Project Number & PO Number
    - If more than one project site is on the same contract, please include each project site under one invoice
  - Invoice must show billing period, contracted amount, previous & current billing, and remaining balance
  
- Payment releases (Vendor will be notified if this is required by OUSD)
  - Forms can be found here: [Conditional and Unconditional Waiver and Release Forms \(ca.gov\)](#)

**Email invoices to: [ousd.invoices@maasco.com](mailto:ousd.invoices@maasco.com)**

Please send payment questions to [ousd.invoices@maasco.com](mailto:ousd.invoices@maasco.com), Atten: Finance Manager.  
Please do not contact the District directly.

Please visit [www.oceansideusdbond.maasco.com/vendorinfo](http://www.oceansideusdbond.maasco.com/vendorinfo) for more information.