



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

February 11, 2026

RE: Fiscal Year 2023-2024 Fiscal Year Closing

Dear Service Provider,

We are approaching the close of Fiscal Year 2023–2024 and are preparing to finalize all expenditures for the year. This request applies to services provided between July 1, 2023, and June 30, 2024. To assist us in completing this process accurately and on time, we ask that you please submit all outstanding invoices and any remaining billing items no later than April 3rd, 2026.

Invoices must be submitted through the established processes to ensure timely review and payment. If you are unsure of the process, please refer to your standard submission instructions or contact our Fiscal Department for guidance. Please ensure that all supporting documentation is included with your invoices as applicable.

If a Billing Adjustment Request Form is required as part of your billing process, please submit it as soon as possible to allow sufficient time for processing. However, please note that all final invoices, not Billing Adjustment Request Forms, must be received by April 3rd, 2026.

To avoid any delays, we encourage you to submit your invoices as early as possible. Please be aware that once the fiscal year is officially closed, Redwood Coast Regional Center (RCRC) will no longer be able to process invoices for Fiscal Year 2023–2024.

If you have any questions or need clarification, please feel free to contact me, Amy Medina, at amedina@redwoodcoastrc.org or 707-462-3832 ext. 232.

You may also contact our Fiscal Department at posfiscal@redwoodcoastrc.org for assistance.

We appreciate your partnership and your prompt attention to this important deadline.

Sincerely,

Amy Medina
Director of Administration