



August 20, 2019

Dear Billing Manager:

As a valued vendor, we want to inform you that the City of Albany is converting to a new company-wide invoice processing system.

As a result of this change, all invoices submitted for payment must include the following information on the invoice to process your payment in a timely manner. All signatures must be legible.

Effective on September 1, 2019, invoices must be submitted with the following information:

- Employee Name that is making the purchase on behalf of the City. (Print name and Sign name)
- Employee Department
- PO Number (if applicable)
- Project Name (if applicable)
- Specifically for Fleet Vendors: List the 5 digit asset number, VIN number of vehicle, and License/Tag number

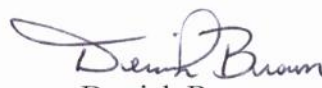
Please mail or scan your invoices to the City of Albany Department listed on the Purchase Order or information given during the request so that invoices can be processed in an efficient manner to ensure payment within the City's Net 30 day policy.

Invoices that do not follow the above format will be returned and not processed for payment. Please use these specifications to avoid a delay in payment. Please note that the City of Albany's e-mail domain has changed from Albany.ga.us to [Albanyga.gov](mailto:Username@albanyga.gov). (Ex. Username@albanyga.gov)

Thank you for your prompt attention to this matter. We appreciate your partnership and look forward to building a great relationship between our businesses.

Sincerely,


Yvette Fields
Central Services Director


Derrick Brown
Finance Director

CENTRAL SERVICES