



## TO OUR VENDORS

*We value the City's relationship with you and strive to be a desirable business partner. Accounts Payable always makes every effort to get payment to our vendors within the terms agreed to and for the correct amount. It is with this goal in mind that we offer the following information. Our hope is that you will find it useful and that it will help eliminate avoidable delays in payment.*

*Thank you.*

- ❑ Payment for goods/services will be paid within the payment terms or no later than 30 days after the receipt of the proper invoice.
- ❑ Remit invoices by mail, fax, or email to Accounts Payable at:

**City of Sugar Land  
Attention: Accounts Payable  
P.O. Box 110  
Sugar Land, Texas 77487-0110**

**Fax: (281) 275-2315**

[accountspayable@sugarlandtx.gov](mailto:accountspayable@sugarlandtx.gov)

- ❑ Invoices mailed to the attention of the ordering department and not mailed to the attention of Accounts Payable will delay processing the invoice for payment.
- ❑ Vendors are encouraged to utilize EFT (electronic funds transfer) as a payment option at no cost. This payment option makes the process more efficient. Contact Accounts Payable for a vendor EFT Form at:

**Direct: (281) 275-2745 OR [accountspayable@sugarlandtx.gov](mailto:accountspayable@sugarlandtx.gov)**

- ❑ If a purchase order number is associated with an invoice, the purchase order number must be referenced on the invoice. No reference to a purchase order number may delay payment.

### **Direct questions or disputes related to invoices to:**

Laurie Cook, Accounts Payable Supervisor [lcCook@sugarlandtx.gov](mailto:lcCook@sugarlandtx.gov) (281) 275-2746