



**City of Seattle**  
Department of Finance and Administrative Services

October 18, 2010

**RE: Year end Deadline – Submitting Invoices to the City of Seattle for Goods or Services Provided in 2010**

Dear Vendor,

In order for the City of Seattle to meet the City's 2010 year-end accounting deadlines, we ask you to submit all your 2010 invoices as soon as possible and by **Wednesday, January 5, 2011** for any goods and services you provided in 2010.

As you may know, all City of Seattle departments close their books annually. One reason is to determine year end balances. The resulting data is used for financial statements, and for budget and other reports on the results of operations for the twelve month period ending December 31<sup>st</sup> and the financial condition of the City's funds.

We have provided you a list of accounts payable contacts for each City department. Please communicate directly with the respective department's contact if you anticipate any difficulty in meeting this timeline or you need to communicate a past due invoice or an unresolved disputed invoice, or other accounts payable related issues.

Please Note: Unless specifically directed by the accounts payable contact to fax or e-mail an invoice, we process original invoices only.

Your working closely with the respective City department's accounts payable contact as early as possible will help reduce the inevitable year-end crunch. Please communicate the above information and deadline to the appropriate members of your staff including staff in accounts receivable. Thank you in advance for your contribution to this annual effort.

Sincerely,

Vivian Uno  
Purchasing Supervisor

Cc: Accounts Payable Contacts

Attachment:  
Accounts Payable Contact List for Each City Department

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