



CITY OF SEATTLE INVOICE ADDRESS GUIDE

NOTE: Please Email INVOICES to the Email Address of Accounts Payable Section of the Ordering Department.

DEPARTMENT	ACCOUNTS PAYABLE CONTACT	EMAIL	PHONE/FAX
Arts & Cultural Affairs, Office of	Sheila Moss	sheila.moss@seattle.gov	206-233-7016 Phone
City Auditor, Office of	Contact by email only	seattle.auditor@seattle.gov	
City Light	Lisa Shelton	Invoices: SCL_APIInvoice@Seattle.gov Statements: SCL_Statements@Seattle.gov Inquiries: SCL_AccountsPayable@Seattle.gov	206-684-3563 Phone
Civil Rights, Seattle Office for	Latrice Ybarra	latrice.ybarra@seattle.gov Invoices: OCR_APIInvoice@Seattle.gov	206-684-4539 Phone
Economic Development, Office of	Rick Gilbert	rick.gilbert@seattle.gov	206-665-1044 Phone
Education and Early Learning, Dept. of	Nga Nguyen Zewditu Mulugetta	nga.nguyen@seattle.gov Zewditu.Mulugetta@seattle.gov	206-615-0580 Nga's Phone 206-386-9162 Zewditu's Phone
Ethics & Elections Commission	Rene LeBeau	rene.lebeau@seattle.gov	206-615-0091 Phone
Finance & Administrative Services, Dept	Deborah Brookbank	deborah.brookbank@seattle.gov fas_abs_ap_po@seattle.gov	206-684-0333 Phone
Fire Department	Veronica Qualls	SFD.Services@seattle.gov	206-386-1466 Phone
Hearing Examiner, Office of	Deborah Brookbank	deborah.brookbank@seattle.gov fas_abs_ap_po@seattle.gov	206-684-0333 Phone
Housing, Office of	Contact by email only	housing@seattle.gov	
Human Services	Contact by email only	HSD_AP@seattle.gov	
Information Technology, Dept. of	Contact by email only	ITD_AP@seattle.gov	
Law	Jani Bryant	jani.bryant@seattle.gov	206-233-0095 Phone
Legislative	Kris Koepke Peter Armato	kris.koepke2@seattle.gov peter.armato@seattle.gov	206-684-8144 Phone
Library, Seattle Public	Contact by email	accountspayable@spl.org	
Municipal Court of Seattle	Terri (Theresa) Flores	theresa.flores@seattle.gov	206-684-3067 Phone

DEPARTMENT	ACCOUNTS PAYABLE CONTACT	EMAIL	PHONE/FAX
Neighborhoods, Dept. of	Cindy Bucoy	cindy.bucoy@seattle.gov	206-684-5760 Phone
Parks & Recreation	Contact by email	PKS_AP@seattle.gov	
Seattle Dept. of Human Resources (SDHR)	Angela Kim-Wen	peraccountspayable@seattle.gov angela.kim-wen@seattle.gov	206-684-0947 Phone
Planning & Community Development, Office of	Deborah Brookbank	deborah.brookbank@seattle.gov fas_abs_ap_po@seattle.gov	206-684-0333 Phone
Police	Nitaya Kambhiranond	Contact: nitaya.kambhiranond@seattle.gov Invoices: SPDAP@seattle.gov	206-684-8779 Phone
Police Pension	Lisa Porter Janice Brandes	lisa.porter@seattle.gov janice.brandes@seattle.gov	206-256-5127 Lisa's Phone 206-256-5126 Janice's Phone 206-470-6900 Fax
Civil Service Commission and Public Safety Civil Service Commission	Teresa Jacobs	teresa.jacobs@seattle.gov	206-386-1301 Phone
Retirement System	Michiko Togashi	michiko.togashi@seattle.gov	206-615-1440 Phone
Seattle Center	Vincent DiGianni	vincent.digianni@seattle.gov	206-684-7145 Phone
SDCI – Seattle Department of Construction & Inspections	Chau Nguyen Povvibol Khuon	sdci_accounts_payable@seattle.gov	206-233-7918 Chau's Phone 206-615-1701 Povvi's Phone
Seattle Public Utilities	Deborah Perkins	deborah.perkins@seattle.gov spuacctspayable@seattle.gov	206-684-4626 Phone
Transportation, Seattle Dept. of	Lena Takemoto	lena.takemoto@seattle.gov sdotap@seattle.gov	206-615-1285 Phone

To update contact information, please contact Ellis Jones at ellis.jones@seattle.gov