



November 30, 2022

RE: Special Notification of 2022 Year-End Deadline for Submitting Invoices to the City of Seattle

Dear Supplier,

All City of Seattle departments close their books for the calendar year annually on Dec. 31. The resulting data is used for financial statements, budget planning and reporting, year-end contract balances and other reports on the City's operations for the year's twelve-month period. To meet the City's 2022 year-end accounting deadlines, please submit all outstanding invoices for goods and services you provided in 2022 as soon as possible.

**Please note for IRS reporting purposes**, the date the City pays you determines what year the income will be reported to the IRS. For example, if you submit an invoice in December, but payment is not made until January, this income will be reflected on your 2023 1099-MISC or 1099-NEC from the City.

In compliance with state law, the City has updated what constitutes a received invoice and timely payment per RCW 39.76.011 and city guidelines.

- A payment is considered timely if paid within 30 calendar days of the receipt of the invoice.
- An invoice is considered received when it is date-stamped or otherwise marked as delivered.
  - Additionally, an invoice must be sent to the correct recipient and include the necessary billing information to be considered received. Necessary billing information includes department name, first and last name of the employee who placed the order, a purchase order number and, if applicable, the blanket contract number.
- If there is no date stamp and the invoice is not otherwise marked as delivered, the invoice date will be used as the receipt date.
- Payments are considered to be made on the date mailed out (post marked date).

Attached is a list of accounts payable contacts for each City department. Working closely with the respective department's contact early will help ensure that your invoice is paid promptly. If you anticipate difficulty in meeting this timeline, have a past due or unresolved disputed invoice, or have other accounts payable-related issues, please communicate directly with the respective City department.

Please communicate this information and deadline to the appropriate members of your staff, including staff responsible for accounts receivable. Thank you in advance for your contribution to this annual effort.

Sincerely,

A handwritten signature in cursive script that reads "Krista Díaz".

Krista Díaz, Associate Purchasing Manager

Cc: Accounts Payable Contacts

Attachment: Accounts Payable contact list for each City department



**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	<a href="mailto:sheila.moss@seattle.gov">sheila.moss@seattle.gov</a>	206-233-7016 Phone 206-684-7172 Fax
City Auditor, Office of	Rhonda Lyon	<a href="mailto:rhonda.lyon@seattle.gov">rhonda.lyon@seattle.gov</a>	206-733-9236 Phone
City Light	Lisa Shelton	Invoices: <a href="mailto:SCL_APIInvoice@Seattle.gov">SCL_APIInvoice@Seattle.gov</a> Statements: <a href="mailto:SCL_Statements@Seattle.gov">SCL_Statements@Seattle.gov</a>	206-684-3563 Phone
Civil Rights, Seattle Office for	Latrice Ybarra	<a href="mailto:latrice.ybarra@seattle.gov">latrice.ybarra@seattle.gov</a>	206-684-4539 Phone 206-684-0332 Fax
Economic Development, Office of	Suching Luu Mei Ling Wu	<a href="mailto:suching.luu@seattle.gov">suching.luu@seattle.gov</a> <a href="mailto:meiling.wu@seattle.gov">meiling.wu@seattle.gov</a>	206-684-7391 Suching's Phone 206-233-3868 MeiLing's Phone 206-684-0379 Fax
Education and Early Learning, Dept. of	Nga Nguyen David Liang	<a href="mailto:nga.nguyen@seattle.gov">nga.nguyen@seattle.gov</a> <a href="mailto:david.liang@seattle.gov">david.liang@seattle.gov</a>	206-615-0580 Nga's Phone 206-233-2686 David's Phone
Ethics & Elections Commission	Rene LeBeau	<a href="mailto:rene.lebeau@seattle.gov">rene.lebeau@seattle.gov</a>	206-615-0091 Phone 206-684-8590 Fax
Facilities & Administrative Services, Dept	Deborah Brookbank	<a href="mailto:deborah.brookbank@seattle.gov">deborah.brookbank@seattle.gov</a> <a href="mailto:fas_abs_ap_po@seattle.gov">fas_abs_ap_po@seattle.gov</a>	206-684-0333 Phone
Fire Department	Sheila M Kelly Vuen Pahn	<a href="mailto:SFD.Services@seattle.gov">SFD.Services@seattle.gov</a>	206-386-1461 Sheila's Phone 206-386-1442 Vuen's Phone 206-386-1412 Fax
Hearing Examiner, Office of	Deborah Brookbank	<a href="mailto:deborah.brookbank@seattle.gov">deborah.brookbank@seattle.gov</a> <a href="mailto:fas_abs_ap_po@seattle.gov">fas_abs_ap_po@seattle.gov</a>	206-684-0333 Phone
Housing, Office of	Blanche Carvalho	<a href="mailto:blanche.carvalho@seattle.gov">blanche.carvalho@seattle.gov</a>	206-684-5524 Phone 206-233-7117 Fax
Human Services	Josie Limos	<a href="mailto:josie.limos@seattle.gov">josie.limos@seattle.gov</a>	206-684-0307 Phone 206-621-5021 Fax
Information Technology, Dept. of	Jessica Nasa	<a href="mailto:jessica.nasa@seattle.gov">jessica.nasa@seattle.gov</a>	206-684-0482 206-684-0911 Fax
Law	Jani Bryant	<a href="mailto:jani.bryant@seattle.gov">jani.bryant@seattle.gov</a>	206-233-0095 Phone 206-684-8284 Fax
Legislative	Maria Rosas	<a href="mailto:maria.rosas@seattle.gov">maria.rosas@seattle.gov</a>	206-684-8144 Phone 206-386-9025 Fax
Library, Seattle Public	Josie Williams	<a href="mailto:josie.williams@spl.org">josie.williams@spl.org</a>	206-386-4117 Phone 206-386-4108 Fax
Municipal Court of Seattle	Terri (Theresa) Flores	<a href="mailto:theresa.flores@seattle.gov">theresa.flores@seattle.gov</a>	206-684-5659 Phone 206-733-9357 Fax

**\*\* See page 2 for additional departments \*\***

DEPARTMENT	ACCOUNTS PAYABLE CONTACT	EMAIL	PHONE/FAX
Neighborhoods, Dept. of	Cindy Bucoy	<a href="mailto:cindy.bucoy@seattle.gov">cindy.bucoy@seattle.gov</a>	206-684-5760 Phone 206-233-5142 Fax
Parks & Recreation	Rose Lu Byungjoon Yoon	<a href="mailto:ivy.lo@seattle.gov">ivy.lo@seattle.gov</a> <a href="mailto:byungjoon.yoon@seattle.gov">byungjoon.yoon@seattle.gov</a>	206-684-7357 Ivy's Phone 206-684-7364 Byungjoon's Phone 206-684-7285 Fax
Seattle Dept. of Human Resources (SDHR)	Kimberly Breland	<a href="mailto:kimberly.breland@seattle.gov">kimberly.breland@seattle.gov</a>	206-684-7349 206-470-6885 Fax
Planning & Community Development, Office of	Deborah Brookbank	<a href="mailto:deborah.brookbank@seattle.gov">deborah.brookbank@seattle.gov</a> <a href="mailto:fas_abs_ap_po@seattle.gov">fas_abs_ap_po@seattle.gov</a>	206-684-0333 Phone
Police	Nitaya Kambhiranond	<a href="mailto:nitaya.kambhiranond@seattle.gov">nitaya.kambhiranond@seattle.gov</a>	206-684-8779 Phone 206-233-7207 Fax
Police Pension	Stephanie Coleman Janice Brandes	<a href="mailto:stephanie.coleman@seattle.gov">stephanie.coleman@seattle.gov</a> <a href="mailto:janice.brandes@seattle.gov">janice.brandes@seattle.gov</a>	206-386-1287 Stephanie's Phone 206-386-1286 Janice's Phone 206-386-9075 Fax
Civil Service Commission and Public Safety Civil Service Commission	Teresa Jacobs	<a href="mailto:teresa.jacobs@seattle.gov">teresa.jacobs@seattle.gov</a>	206-386-1301 Phone 206-684-0755 Fax
Retirement System	Michiko Togashi	<a href="mailto:michiko.togashi@seattle.gov">michiko.togashi@seattle.gov</a>	206-615-14440 Phone 206-386-1506 Fax
Seattle Center	Vincent DiGianni	<a href="mailto:vincent.digianni@seattle.gov">vincent.digianni@seattle.gov</a>	206-684-7145 Phone 206-615-0327 Fax
SDCI – Seattle Department of Construction & Inspections	Powvi Khuon Chau Nguyen	<a href="mailto:sdci_accounts_payable@seattle.gov">sdci_accounts_payable@seattle.gov</a>	206-615-1701 Powvi's Phone 206-233-7918 Chau's Phone 206-386-0095 Fax
Seattle Public Utilities	Sharon Gill	<a href="mailto:sharon.gill@seattle.gov">sharon.gill@seattle.gov</a> <a href="mailto:spuacctspayable@seattle.gov">spuacctspayable@seattle.gov</a>	206-233-7169 Phone 206-386-4033 Fax
Transportation, Seattle Dept. of	Lena Takemoto	<a href="mailto:lena.takemoto@seattle.gov">lena.takemoto@seattle.gov</a> <a href="mailto:sdotap@seattle.gov">sdotap@seattle.gov</a>	206-615-1285 Phone 206-233-3887 Fax