



CITY OF BLOOMINGTON
UTILITIES DEPARTMENT

TO SUPPLIERS:

Listed below are the DUE DATES for submitting invoices for payment to the City of Bloomington Utilities Department during the year 2016. Your invoice must be submitted at or before NOON on the appropriate date listed in order for funds to be made available to you on the corresponding check issue date.

You must submit the following documents and information in order to have your invoice considered for payment:

- 1) All unpaid invoices, detailing work performed and/or merchandise sold.
2) Invoices must refer to the Requisition/Release Number given to you at the time the merchandise was ordered or the work authorized.

2016

Table with 2 columns: INVOICE SUBMITTAL DEADLINE TO THE ACCOUNTS PAYABLE DEPARTMENT and CHECK ISSUE DATE. Rows list dates from December 24, 2015 to January 13, 2017.

Please continue to send your invoices directly to the City of Bloomington Utilities

P.O. Box 1216
Bloomington, IN 47402-1216

Should you have any questions or concerns regarding payments or the status of our claims process, we ask that you telephone our Accounting Department at 812-349-3673. The fax number is 812-331-5964.

Thank you for modifying your records at this time to assist us in our accounts payable processing.

Sincerely,
Kimberly K. Robertson
Accounts Payable e-mail: robertsk@bloomington.in.gov

ACCOUNTING

CITY OF BLOOMINGTON UTILITIES DEPARTMENT

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