

TO SUPPLIERS:

Listed below are the **DUE DATES** for submitting invoices for payment to the City of Bloomington Utilities Department during the year 2011. 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 Purchase Order Number and **Requisition/Release Number** given to you at the time the merchandise was ordered or the work authorized.

2011

INVOICE SUBMITTAL DEADLINE TO THE ACCOUNTS PAYABLE DEPARTMENT	CHECK ISSUE DATE
December 17, 2010	January 07, 2011
December 31, 2010	January 21, 2011
January 14, 2011	February 04, 2011
January 28, 2011	February 18, 2011
February 11, 2011	March 04, 2011
February 25, 2011	March 18, 2011
March 11, 2011	April 01, 2011
March 25, 2011	April 15, 2011
April 08, 2011	April 29, 2011
April 21, 2011	May 13, 2011
May 06, 2011	May 27, 2011
May 20, 2011	June 10, 2011
June 03, 2011	June 24, 2011
June 17, 2011	July 08, 2011
July 01, 2011	July 22, 2011
July 15, 2011	August 05, 2011
July 29, 2011	August 19, 2011
August 12, 2011	September 02, 2011
August 26, 2011	September 16, 2011
September 09, 2011	September 30, 2011
September 23, 2011	October 14, 2011
October 07, 2011	October 28, 2011
October 21, 2011	November 10, 2011
November 04, 2011	November 23, 2011
November 18, 2011	December 09, 2011
December 02, 2011	December 23, 2011

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