

May 2016

**CITY OF MESA
INVOICE GUIDELINES FOR VENDORS**

Submitting Invoices

- When using USPS, vendors should address invoices to the City of Mesa as presented below. You must include the **Department Name** for the City department that placed the order for goods or services. Included is a list of City departments for reference.
City of Mesa
Department Name
PO Box 1466
Mesa, AZ 85211-1466
- Invoices that are faxed or emailed should be sent directly to the City department that ordered the goods or service. Payment may be delayed if invoices are sent to the Accounts Payable office because Department personnel must approve all invoices for payment prior to submission to Accounts Payable.

Invoice Information

- Invoice numbers should be unique.
- Invoices should reference a valid Purchase Order, Direct Order, or Contract Number, provided by the City department that ordered the goods or service. Otherwise, the invoice should reference City contact information including the First and Last name of the person who placed the order.
- In addition to detailed product information and/or a description of services provided, invoices should state:
 - Vendor Name, Address, and Phone Number
 - Remittance Address
 - Total Amount Due and Due Date
- Do not include more than one City department on a single invoice.

Tax Information

- The City of Mesa is not tax exempt.
- Vendors with locations in Arizona should charge tax based on the location where the order was placed. Out-of-state vendors who are registered in Arizona, but have no presence in the state, should not charge sales tax.
- Contractors building or repairing Real Property for the City of Mesa:
In accordance with Arizona Revised Statute, Title 42, Chapter 8, Section 42-1308 and Mesa Code of Ordinances, Chapter 10, Section 5-10-3, the City of Mesa pays sales tax on the total labor and materials billed, less a deduction of 35 percent in lieu of labor charges. Contractors should charge tax based on the city where the work is performed. Work performed in the City of Mesa would be charged at 5.2325% (8.05% x65%).

Direct inquiries to Accounts Payable at (480) 644-2355 or email AccountsPayable@mesaaz.gov

January 2016

Number	Name
F100	Mayor & Council
F105	City Manager
F110	City Clerk
F115	City Auditor
F120	City Attorney
F120	City Prosecutor
F125	Public Information and Communications
F130	Economic Development
F135	Office of Management & Budget
F140	Financial Services
F145	Business Services
F145	Mail Services
F145	Materials & Supplies
F145	Print Services
F145	Purchasing
F145	Tax & Audit
F150	Personnel
F150	Safety Services
F150	Employee Benefits
F155	Information Technology
F160	Fleet Services
F165	Engineering
F165	Real Estate
F170	Facilities Maintenance
F175	Communications
F200	Fire & Medical
F210	Police
F220	Municipal Court
F230	Planning
F230	Development Services
F300	Energy
F300	Electric Utility
F300	Gas Utility
F310	Water
F310	Water Utility
F310	Wastewater Utility
F320	Environmental Management and Sustainability
F320	Solid Waste Management
F330	Falcon Field Airport
F340	Transit Services
F350	Transportation
F360	Neighborhood Outreach
F360	Housing and Community Development
F360	Animal Control
F400	Arizona Museum of Natural History
F400	Mesa Arts Center
F400	Arts and Culture Center
F400	i.d.e.a. Museum
F410	Library
F420	Parks, Recreation & Community Facilities
F601	Office of ERP Management