



Attention: Billing/Accounts Receivable Dept.

Subject: Invoice Submission

In order to ensure timely and accurate payment of invoices, the City of Garden Grove (the City) requests that all vendors submit invoices directly to the City's Accounts Payable (AP) Department. Please submit all Invoices to the City's Accounts Payable Department using **one** of the following two methods:

1. (**Preferred**) E-mail an electronic version of your Invoice to: accountspayable@ggcity.org. Please save the file name as: Company Name – Invoice No. Example: ABC Company – Invoice 123456

2. Mail your invoice to:
City of Garden Grove
Accounts Payable Department
Subject: Invoice Submission
P.O. BOX 3070
Garden Grove, CA 92842

Within 45 days of delivery of goods or completion of performance of services, Contractor/Vendor must promptly render invoice to the City or payment may be significantly delayed.

To ensure timely payment, invoices must include:

- Your Invoice Number
- Contract / Agreement Number (if applicable)
- City of Garden Grove Purchase Order Number (if applicable)
- Billed Line Items on your Invoice should match the Line Items on the City's Purchase Order (if applicable)
- The name of the person of your City of Garden Grove Contact/Purchaser (first/last name and dept/division).

Electronic Payments: The City has the ability to make electronic payments via EFT. Vendors interested in enrolling in the electronic payment program should request an Electronic Payment Form from: accountspayable@ggcity.org
Please direct questions regarding invoice submission to Accounts Payable at 714-741-5068 or 714-741-5069 or email accountspayable@ggcity.org

Steven R. Jones

Mayor

Kim Bernice Nguyen

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Council Member - District 1

John R. O'Neill

Council Member - District 2

Diedre Thu-Ha Nguyen

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