



Calgary Approvals Coordination Bulletin Amended: March 02, 2017

Subject: 2017 CHANGES TO INVOICING

To our vendors: Processing of Invoicing at the City of Calgary is changing. Beginning **March 28, 2017** all invoices should be sent directly to our Accounts Payable business unit.

For invoice submission

All invoices will require the following information:

- 1) A DeptID - for **oversize** invoices pertaining to Development Agreements, this will be DeptID 10899. This will ensure these invoices are routed by our Accounts Payable department to the attention of our Subdivision Coordinator Mr. Mauro Ficaccio for his approval.
- 2) An accounting distribution – for **oversize** invoices, please ensure the invoice has the following coding:

GL Bus Unit – EXTRL
Account – 62750
Fund – TS

This will ensure invoices for oversize will be sent to our area for review/approval. Also note that any invoice submitted must have a current date. Thus if an invoice is rejected due to some condition not having been met it must upon resubmission have a **NEW** invoice number (to prevent duplication of records in our system) as well as a **current** date (the date it was resubmitted – NOT the original invoice date).

When submitting an invoice to Accounts Payable for payment, please ensure only the invoice with a **clean copy** of the calculations & a copy of our letter approving the oversize claim is sent to our Accounts Payable department for processing. Please do **NOT** include **copies of Construction Drawings, CCC/FAC's, IIA's, Special Clauses, Grade Sheets etc.** or they will also be scanned as AP will not edit the package. Please note that the preferred method of invoice submission is an electronic (scanned) invoice being emailed to Accounts Payable – email address is APIInvoices@calgary.ca. Invoices can also be submitted by regular mail if the vendor prefers, but note that the City of Calgary is not responsible for any delays in delivery.

*Note that the above coding is only for **oversize** invoices pertaining to Development agreements. Other invoices may require a different DeptID number & will require a different accounting distribution; we will endeavour to supply that information prior to an invoice being submitted for payment. If that information is missing please contact Subdivision to obtain the required information prior to submitting an invoice for payment.*