

ACCOUNTING

ACCOUNTS PAYABLES

What must I do prior to submitting an Invoice to the City of Orlando for payment on worked performed and / or goods delivered?

Generally before a vendor or contractor can begin any work for a City department, the vendor must have a valid Purchase Order, or contract in place with the City of Orlando. A vendor should not perform any work or deliver goods without having either in place first. **Except for when a single purchases or job does not exceed one thousand dollars (\$1,000.00).**

The Purchasing department is responsible for providing Purchase Orders, and contracts to suppliers doing business with the City of Orlando.

What is the City of Orlando's Accounts Payable Check Processing Policy?

Any supplier doing business with the City of Orlando must have a completed [W-9 form](#) on file before the Accounts Payable section can issue payment for goods and / or services.

Payments are made when invoices are properly submitted and approved. The City of Orlando will issue payments in accordance with the [Florida Prompt Payment Act, Florida Statutes, Chapter 218, Part VII](#). The City usually dispenses payments within 30 days after receipt of a valid invoice.

How do I submit a valid invoice to the City of Orlando's Accounts Payable Section?

A valid invoice must contain the following information:

- Suppliers' information such as name and address
- Department or City employee requesting the goods/services
- Invoice number
- Invoice date
- Purchase order or contract number, if applicable
- Description of items purchased
- Quantity and unit price
- Delivery charges, if applicable
- Total amount due
- Sales tax should not be included on invoices. The City does not pay sales tax.
- Discount terms that may apply
- Payee information if different from Supplier information

Where do I mail my invoice(s) for payment?

Valid invoices are to be remitted to:

**City of Orlando
Accounts Payable
P.O. Box 4990
Orlando, Florida 32802-4990**

NOTE: Failing to include this vital information on your invoice and mailing it directly to a City of Orlando department will result in payment delays.

PAYROLL

When will I get paid?

Payroll for LIU employees is every Friday, all other employees are paid bi-weekly on a Friday. Please see the pay schedule on the Payroll section of the Finance Department's web page for exact dates.

I'm going on vacation. May I receive my check earlier than Friday?

No, pay checks are dated for a Friday payroll. Please sign up for direct deposit to ensure that your check is in the bank each and every payday.

I can't find my W-2. How may I get a copy?

If you are a current employee you can log into the Employee Information Center via the Intranet. A copy of your current and prior year W-2's are available for printing. If you are no longer employed with the City, please request a copy of your W-2 from the Records office on the second floor in City Hall.

I'd like to change my W-4 information. What do I do?

Please fill out the form on the Payroll section of the Finance Departments webpage. The completed and signed form will need to be returned to the Payroll Section in City Hall. W-4 information is updated once a month to the Payroll system on the first Thursday of each month.

How can I have my check directly deposited into my bank account?

Please fill out the direct deposit authorization form found on the Payroll Section of the Finance Department's web page. You will need to attach a voided blank check to the form and return it to the Payroll Section in City Hall.

REVENUE COLLECTIONS

What are the hours of operation for the cashier window in City Hall?

8:00 am to 5:00 pm, Monday through Friday

Where do I pay for a dishonored or returned check?

Payment for NSF (non-sufficient funds) or any other reason dishonored checks are made at City Hall 1st floor, cashiers window

What are the fees for returned NSF checks?

\$25.00 if the face value does not exceed \$50.00
\$30.00 if the face value does not exceed \$300.00
\$40.00 if the face value is more than \$300.00

What methods of payments are accepted by the City of Orlando?

Cash, Checks, Visa, MasterCard and American Express