



DEPARTMENT OF FINANCE AND ADMINISTRATION

MAYOR: Lauren McLean | DIRECTOR: Lynda Lowry

Dear Valued Vendor,

The City of Boise would like to invite you to participate in our ACH disbursement program for the payment of vendor invoices.

- What does your company have to do to initiate ACH payments with the City of Boise?
 - Complete the enclosed ACH Vendor Payment Authorization Agreement.
 - Include a voided check or a letter from your bank with the routing and bank account numbers.
 - Submit both documents by mail or email to the address below.
- When will my company be paid via ACH if we elect to participate?
 - Please allow up to 3 weeks for the conversion from check to ACH.
 - Your bank account will be funded on Monday's for those invoices due within payment terms.
- How will my company know when a payment is sent?
 - You will receive an email from accountspayable@cityofboise.org detailing invoice numbers, invoice dates, and amounts paid.

ACH payments have been well received by our vendors and we would be pleased if you participate. We look forward to hearing from you!

If you have any questions, please do not hesitate to contact our Accounts Payable department directly by phone or e-mail noted in the signature below.

Sincerely,

Shelly Hendrikse

City of Boise Accounts Payable
PO Box 500
Boise, ID 83701-0500

208-972-8140
shendrikse@cityofboise.org