

January 2018

**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 & Mail Stop** for the City department that placed the order for goods or services. Included is a list of City departments and Mail Stops for reference.

City of Mesa

Department Name & Mail Stop

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

DEPARTMENT MAIL STOPS		
DEPT	DEPT NAME	MAIL STOP
F370	ANIMAL CONTROL	9840
F400	ARIZONA MUSEUM OF NATURAL HISTORY	7770
F145	BUSINESS SERVICES	3399
F120	CITY ATTORNEY	1077
F115	CITY AUDITOR	1023
F110	CITY CLERK	1003
F105	CITY MANAGER	1000
F120	CITY PROSECUTOR	1234
F145	CUSTOMER SERVICE	1933
F175	COMMUNICATIONS	5500
F230	DEVELOPMENT & SUSTAINABILITY	9950
F130	ECONOMIC DEVELOPMENT	9898
F150	EMPLOYEE BENEFITS	8030
F300	ENERGY RESOURCES	5030
F165	ENGINEERING	9900
F165	ENGINEERING CONSTRUCTION	9910
F230	ENVIRONMENTAL PROGRAMS	9950
F170	FACILITIES MAINTENANCE	4444
F330	FALCON FIELD	4000
F140	FINANCIAL SERVICES	1110
F200	FIRE DEPT ADMIN	6010
F200	FIRE EMS	6030
F200	FIRE LIFE & SAFETY	6010
F200	FIRE PREVENTION	6050
F200	FIRE SUPPORT	6070
F200	FIRE TECH SERVICES	6060
F200	FIRE TRAINING	6090
F160	FLEET SERVICES	4410
F360	HOUSING & COMMUNITY DEVELOPMENT	9870
F400	IDEA MUSEUM	7740
F155	INFORMATION TECHNOLOGY	5555
F145	LICENSING OFFICE	1190
F145	MAIL & PRINTING SERVICES	3333
F410	MAIN LIBRARY	7780
F145	MATERIALS & SUPPLY	3300
F100	MAYOR & COUNCIL	1000
F400	MESA ARTS CENTER	7710
F420	MESA CONVENTION CENTER	7070
F220	MUNICIPAL COURT	1211
F370	NEIGHBORHOOD OUTREACH	9840
F601	OFFICE OF ERP MANAGEMENT	1015
F140	OFFICE OF MANAGEMENT & BUDGET	1150
F420	PARKS & REC	7010
F150	PERSONNEL	8010
F210	POLICE	6610
F125	PUBLIC INFORMATION & COMMUNICATION	1000
F145	PURCHASING	3320
F165	REAL ESTATE	9909
F145	REVENUE COLLECTION OPS	1960
F150	SAFETY SERVICES	8040
F320	SOLID WASTE	4499
F145	TAX & AUDIT	1170
F340	TRANSIT	2000
F340	TRANSPORTATION	2000
F310	WASTEWATER UTILITY	5010
F310	WATER RESOURCES	5010