

How the City of Bend Pays

Delivery

Under normal circumstances, the City does not issue payment until the item has been delivered to the correct location and accepted as being in appropriate condition and in compliance with the order.

Invoicing

The supplier shall submit invoices for each order to:

City of Bend
Accounts Payable
P.O. Box 1458
Bend, Oregon 97709

Invoices shall include:

1. Purchase Order number
2. Name of the City department requesting the goods or services
3. Complete description of goods or services provided
4. Quantity, unit price and extensions
5. Discount terms
6. Invoice number and date of invoice
7. Suppliers name, address, telephone, fax and email

Invoices can also be sent electronically to ap@ci.bend.or.us.

Payment

Payment is issued by Accounts Payable in a timely manner. The general policy is to make no prepayments or accept C.O.D.s. Payments are made within 30 days from receipt of invoice. If you have any questions concerning the payment of an invoice, contact Accounts Payable at (541) 388-5509.