



**Date:** January 31, 2019

**To:** Approved LWR-Vendor From: Accounts Payable

**Re:** Invoice Payment Process

Dear Vendor:

Invoices can be either mailed or dropped off at the Finance Department located in Town Hall, 8175 Lakewood Ranch Blvd, Lakewood Ranch, FL 34202. However, the preferred method to ensure the timely payment of invoices would be to email invoices directly to Accounts Payable at [Accounts.Payable@lwrtownhall.com](mailto:Accounts.Payable@lwrtownhall.com).

All invoices must include an invoice number. If a purchase is made for any of the following entities, the IDA, CDD1, CDD2, CDD4, CDD5 or CDD6, a purchase order number issued by the entity is required and a reference to the entity on the invoice. If the purchase is made for an HOA or for one of its Neighborhoods that HOA/Neighborhood must be reflected on the invoice. **Faxes will not be accepted.** Anything given to LWR staff/board member is considered as backup to your invoice and will not constitute an invoice for payment processing.

Accounts Payable payments are issued twice a month for the IDA/Districts and once a month for the HOAs/Neighborhoods. If your invoice is received with proper approval on the accounts payable desk by the **10th** it will go in the mid month check run for the IDA/Districts. Invoices received with proper approval on the accounts payable desk by the **20th** will be processed in the final check run for that month. Checks will be mailed when signatures are obtained by the designated IDA/District board members for the particular entity or HOA. **Checks are not permitted to be picked up at Town Hall.**

Current certificates of insurance and W-9 must be on file or checks will not be issued. Thank you in advance for your cooperation. If you should have any questions concerning your invoice or mailed payment please do not hesitate to email [Accounts.Payable@lwrtownhall.com](mailto:Accounts.Payable@lwrtownhall.com).

Sincerely,

Lakewood Ranch Inter-District Authority (IDA)  
Finance Department