



April 25, 2008

VENDOR INVOICE SUBMITTAL and VENDOR PROFILE UPDATE

Miami Dade County Vendors also doing business with Miami Dade Housing Agency must renew their occupational license by 9/30/08 to remain an active vendor. Pay on line at www.miamidade.gov/taxcollector or contact the Miami-Dade County Occupational License Office at (305) 270-4949

Dear Vendor:

We are re-structuring our invoice processing methods and updating our profile records so that we can process vendor payments more timely and effectively. As part of this effort, we are requiring that you clearly list on all invoices the applicable purchase requisition/purchase order number, site number and name of the site.

Beginning on May 19, 2008, all invoices must be submitted to the MDHA accounting section at the following address:

Miami Dade Housing Agency
Accounts Payable Section
2103 Coral Way 6TH Floor
Miami, FL 33145

Please do not send invoices to individual locations/sites after May 19, 2008.

When services are rendered and items are delivered, you will be required to provide the receiver and/or requestor with a delivery receipt, packing receipt or service ticket as proof of delivery. This will assist us in expediting your payment.

Payments will be placed on hold until such a document is received.

Last, we ask that you provide us with your most current business information in the table below. Please update any all information such as your mailing/e-mail addresses and telephone/fax numbers and provide changes to your company's structure, including but not limited to, changes of ownership, a change of company name, or a change of Federal Employment Identification Number (FEIN). When you submit this updated form to us at the address below, please include a copy of your occupational license.

If we do not receive this updated information we will not be able to update your company profile in our system, which may result in delays in payments.

Company Name:
Federal I.D. Number:
Occupational License
Contact Person/Title:
Company Address:
City: State: Zip Code:
Phone: Fax: Toll free :
E-mail Address:

I attest the information above is accurate.

COMPANY REPRESENTATIVE (PRINT NAME) SIGNATURE DATE

Vendors are required to notify the Miami Dade Housing Agency when any changes occur in their company. Changes other than those noted above are required to be submitted in writing on company letterhead.

PLEASE SUBMIT (MAIL OR FAX) COMPLETED FORM BY MAY 15, 2008

TO:
Miami Dade Housing Agency
1401 NW 7th Street, Bldg B
Office (305) 644-5216/Fax (305) 644-0141