

Effective April 30, 2026

## Vendor Payment Policy Update

The City of Collinsville will transition to Net 30 payment terms for all vendor invoices. Under this policy, payments will be issued within thirty (30) days from the date a complete and approved invoice is received.

This payment structure is standard for government agencies and reflects our ongoing efforts to standardize vendor policies and clarify expectations. These updates are designed to ensure a consistent and efficient accounts payable process across all departments.

To support timely processing, vendors are required to submit invoices directly to: [accounting@collinsvilletexas.org](mailto:accounting@collinsvilletexas.org)

Additionally, we request that any applicable late fees be adjusted to align with this updated payment schedule. Vendors should allow the full Net 30 period before applying late fees.

We appreciate your cooperation and value our continued partnership. If you have any questions regarding invoice submission or payment processing, please contact our office.