

Vendor Invoice Submission Policy

To ensure timely audits and comply with state law, all vendors must follow these invoice deadlines:

- **Submit promptly:** Send invoices as soon as possible after delivery or service completion.
- **Standard deadline:** No later than **30 days** after service completion.
- **Fiscal year-end deadline:** For goods/services provided **on or before September 30**, submit invoices by **October 30**.

Why it matters: Meeting these deadlines helps the City avoid audit delays, financial penalties, and disruptions in funding.

Questions? Contact the City's Finance Department at accounting@collinsvilletexas.org