



To: All Jacksonville Housing Authority Vendors

Re: Payment of Outstanding Invoices at Fiscal Year End

We want to inform you of our upcoming payment process for outstanding invoices. This notice serves as a reminder to ensure a smooth transition for our company and your organization.

Please be advised that the current fiscal year for our company will end on September 30, 2023. To complete our financial reporting and maintain accurate records, we kindly request that you submit any outstanding payments or invoices no later than 30 days after the current fiscal year which is October 31, 2023. This will enable us to include these transactions in our year-end financial statements.

To facilitate the invoicing process, we would appreciate it if you could review your records and verify the status of any pending payments and discrepancies. If you have any unpaid invoices, kindly settle them at your earliest convenience. Contact our Accounts Payable Department by email at purch01@jaxha.org immediately if you have any questions regarding the invoices; we will gladly assist you.

We value your prompt attention as part of our commitment to maintaining strong business relationships. Your cooperation will significantly contribute to the smooth closure of the fiscal year and allow us to start the next financial period positively.

If you have any questions or require further information, don't hesitate to get in touch with our Accounts Payable Department at 904.630.3878 or by email. Our team will be happy to assist you and address any concerns.

Thank you for your attention to this notice. We look forward to your continued partnership in the upcoming fiscal year.

Best regards,

Dwayne Alexander, President & CEO

Jacksonville Housing Authority

Jacksonville Housing Authority
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