



Finance Department - Accounts Payable

Requirements for all Invoices

- Purchase Order (PO) and Release number must be on the invoice.
- Invoices, delivery tickets, and other documentation with signatures must be signed and printed by recipient.
- Electronic invoices are preferred and can be emailed to the following address: acctspayable@chattanooga.gov.
- Mailed invoices should be sent to City Hall with attention to Accounts Payable at the following address:

Accounts Payable
101 East 11th Street
Chattanooga, TN 37402

Interest in Electronic Payments?

- We are moving towards a more paperless payment process and encouraging companies to move to ACH payments. If interested, the following forms need to be completed:
 - Supplier Information Form – basic information so we can get in touch with you for questions. Please provide a remittance address and an email address to which remittance advices can be sent.
 - ACH Form – request must be accompanied by a letter from your bank on bank letterhead and returned to acctspayable@chattanooga.gov.
 - A voided check or deposit slip
 - W-9

MISSION & VISION

To maintain the strong fiscal health of the City of Chattanooga and provide high quality support services to City Departments and agencies; to ensure excellence in the management of public resources and promote public and investor confidence in City government.

CONTACT

Accounts Payable
101 E. 11th Street
Chattanooga, TN 37402

Susan Kitchen – A/P Supervisor
(P) (423) 643 - 7374
(F) (423) 643 - 7398
acctspayable@chattanooga.gov
Monday – Friday 8:00 - 4:30

Office of Finance & Administration

101 E. 11th Street, Suite 101 Chattanooga, TN 37402 423-643-7360

Daisy W. Madison, Administrator and CFO
Tanikia Jackson, Deputy CFO

WHO WE ARE & WHAT WE DO

FINANCE

- Accounting
- Accounts Payable
- Budget
- Payroll

The Department of Finance and Administration is responsible for managing all the fiscal affairs of City government. The department provides financial and management information, and guidance to the Mayor, City Council, department administrators and agencies. Plays a key role in the establishment of the City's strategic financial plan to ensure long term fiscal strength and sustainability

Support services provided include budgeting, accounting, administrative services and financial reporting, investments, debt management, tax and other revenue collections. Staff also assists in development of processes and procedures to ensure compliance with applicable federal, state and local laws and ordinances.

TREASURY

- City-wide Banking Services
- City-wide Revenue Collection
- Investments
- Property Tax Collection

PRODUCTS & SERVICES WE PROCURE REGULARLY

- Arbitrage calculations and Reporting
- Banking Services
- Call Carrier Services (i.e. armored car)
- Collection Service (Debt Recovery Specialist)
- Merchant Card Services
- Debt Issuance
- Bond Counsel
- Financial Advisors
- Printing
- Publication of the City's annual financial reports
- Property tax bills
- On-Call Translation Services (City Court)

CITY COURT

- Traffic Violations
- Other City Ordinance Violations