



Office of Financial Services
Purchasing Department

P.O. Box 38
Oakdale, New York 11769-0901
(631) 563-0334
Fax: (631) 589-5268

Re: Invoice Submission for Payment

Dear Sir / Madam:

In an effort to streamline and expedite the review process of invoices received from Contractors/Vendors, Suffolk County Water Authority has made available the following Email In-Box: accountspayable@scwa.com for the submission of invoices electronically.

Contractors/Vendors are instructed to submit their invoices, via email, directly to this In-Box. When submitting your invoices please make sure that the Purchase Order (PO) Number, Full Name of the Business, Address and invoicing information are clearly noted in the Invoice Statement/Document. In Addition any supporting documentation such as Bill of Materials, Packing List, New York State Certified Payroll Statements are to be included with the submission of your invoice Statement.

Invoice statements can be submitted in pdf format.

Very truly yours,
SUFFOLK COUNTY WATER AUTHORITY

Marlon Torres, Purchasing Director

MT/kap
Attachment