



Lake Havasu City, Arizona

How To Do Business With Lake Havasu City

Brief Overview

Vendor Registration

Vendors may request to be placed in the vendor file either in writing or by phone. Each vendor is required to complete a W9 or Statement of Incorporation and have a City business license, when applicable.

"Open" Purchase Orders

Lake Havasu City issues "Open" purchase orders to firms for those items needed on a frequent basis.

Purchasing Card

A VISA purchasing card program allows employees to make purchases within established spending limits.

Vendor Invoices

- In order to receive payment for goods or services furnished to Lake Havasu City, vendors are required to submit an original invoice directly to Accounts Payable, 2330 McCulloch Blvd. N, Lake Havasu City, Arizona 86403. Invoices mailed to any other party or address could delay payment.
- Invoices must show: (1) City purchase order number, (2) complete descriptions of the goods or services furnished, (3) quantity, (4) unit prices and extensions, (5) all applicable taxes, and (6) the discount terms. In addition, the invoice should include the vendor's name and invoice number.

Payment

- The vendor will receive payment from the City after delivery and acceptance of the goods, commodities, or services and after submission of an original invoice for those goods or services.
- The City's payment terms are Net 30 and the City does not pay late fees, late penalties or restocking charges.
- The City will utilize the 30 days in which to pay an invoice unless a prompt payment discount is offered.
- For the convenience of the vendor, an Electronic Funds Transfer form can be completed and submitted along with the invoice for payment. The form is located on the City's website: **www.lhcaz.gov**

Taxes

- Federal excise taxes are not applicable to sales made to Lake Havasu City and must be excluded from invoices. Lake Havasu City is not exempt from Arizona or City sales taxes.
- Resident Arizona vendors are responsible for collecting the Arizona Transaction Privilege Tax (state sales tax) and the sales tax for the City within which the business resides.
- Lake Havasu City does not pay use tax to out-of-state vendors. These taxes are paid directly to the state of Arizona.

Deliveries

- All purchases are normally made F.O.B. destination. Unless otherwise specifically stated, the City's title to goods occurs upon satisfactory delivery at the delivery point shown on the purchase order.
- All shipments to the City must be made to the locations designated on the purchase order. Deliveries may be required to be made to different departments or divisions located in various parts of the City. The purchase order number must appear on all shipping documents. Failure to meet specified delivery schedules may result in cancellation of an order.
- Deliveries normally must be made in the exact quantity called for on the purchase order. Partial deliveries, however, are accepted in some instances. The City will make payment for items received.