



## LAKE HAVASU CITY

Phone (928) 855-2116 ■ Fax (928) 855-0551

August 8, 2019

Dear Lake Havasu City Supplier,

Effective August 24, 2019 Lake Havasu City will transition from our current legacy system to Oracle Fusion ERP system. The purpose of this letter is to provide you advance notice of this pending transition and to request your cooperation and support to ensure a smooth conversion.

During our transition period we will make every effort to process and pay all invoices received prior to August 19, 2019 in our legacy system. All invoices submitted to the City shall reference the issued purchase order number. The City is not liable for finance charges applied due to delays in payment caused by failure of the supplier or contractor to reference the appropriate purchase order number, or to send invoice(s) to the address identified on the purchase order. We are anticipating that we will not be processing any payment August 24<sup>th</sup> through September 4<sup>th</sup>.

With the transition to the new Oracle Fusion system we believe we can work together to streamline ordering and payment processing.

Please contact Accounts Payable at [accountspayable@lhcaz.gov](mailto:accountspayable@lhcaz.gov) or 928-855-2116 ext. 4101 if you have any questions.

Thank you for your cooperation.