

DEPARTMENT OF PURCHASING

FULTON COUNTY GOVERNMENT
130 PEACHTREE STEET, S.W.
SUITE 1168
ATLANTA, GEORGIA 30303

Beginning July 1, 2015, Fulton County Government is moving to a shared services structure for processing payments. In order to ensure prompt payment, please submit your invoice to the Accounts Payable Division of the Finance Department by one of these ways:

Fulton County Government
141 Pryor Street, S.W.
Suite 7001
Atlanta, Georgia 30303
Attn: Finance Department – Accounts Payable
or Email: Accounts.Payable@fultoncountyga.gov

At minimum, original invoices must reference all of the following information:

1) Vendor Information

- a. Vendor Name
- b. Vendor Address
- c. Vendor Code
- d. Vendor Contact Information
- e. Remittance Address

2) Invoice Details

- a. Invoice Date
- b. Invoice Number (uniquely numbered, please do not submit one previously used)
- c. Purchase Order Reference Number
- d. Date(s) of Services Performed
- e. Itemization of Services Provided/Commodity Units

3) Fulton County Department Information

- (needed for invoice approval – who authorized the work to be performed)
- a. Department Name
 - b. Department Representative Name

