

The Accounts Payable Department keeps track of and processes accounts and incoming payments in compliance with financial policies and procedures. It performs day to day financial transactions including verifying, classifying, computing, posting, and recording accounts receivable data. It reconciles the accounts receivable ledger to ensure that all payments are accounted for and properly posted.

The City of Temple requires all vendors to submit a W-9 Form before remittance of payment.



ACCOUNTS PAYABLE

All vendors conducting business with the City of Temple are required to forward invoices to the following address:

240 Carrollton Street

Temple, GA 30179

For all accounts payable inquiries, please contact Cindy Moore: cmoore [at] templega.us, 770-562-3369 Ext. 100.

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