

**TO:** City of Bloomington Vendors  
**FROM:** Finance Department (Scott Rathbun, Finance Director) &  
Legal Department (Carla Murillo, Procurement Manager)  
**DATE:** September 11, 2018  
**RE:** New A/P Card Program

Hello City of Bloomington Vendor!

The City is pleased to announce that, as of October of this year, we will begin offering another method of payment for vendors. As you'll read below, you will soon receive a call from a Commerce Bank representative who will discuss the advantages of using our new credit card method of payment. Should you choose to take advantage of this new payment method, Commerce Bank will assist you in getting everything setup with the City. Your City vendor account will also be modified to reflect your selection.

If after speaking with Commerce Bank you still have questions, please feel free to contact Carla Murillo (309-434-2277) in Procurement.

## Eliminate deposit delays associated with check payments.

The City of Bloomington is working with Commerce Bank to streamline our Accounts Payable program. The City will be adding another method of payment with a Visa credit card.

Commerce will provide your Accounts Receivable department with a Visa® account number for future invoice payments. A great benefit to you is receiving the payment remittance via email or fax.

Commerce Bank will be contacting you soon, on behalf of our A/P department, to discuss the advantages of the program, to assist in enrollment should you choose this option, and to answer any questions your Accounts Receivables department may have.

