



**Finance Department**  
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February 7, 2019

City of Wilmington Vendors

RE: Financial System Transition

The City of Wilmington is changing financial systems with a “Go-Live” date for the new system scheduled for March 4, 2019. We have had our current system for about 25 years, and we are looking forward to this transition.

Due to this system upgrade we will be decentralizing our invoice processing to department personnel. This means that all invoices and statements should be sent directly to the department that received the goods and or services. **Please update your contact information since the [payments@wilmingtonnc.gov](mailto:payments@wilmingtonnc.gov) will no longer be used to accept invoices and statements after 2/13/19.**

Purchase orders issued in our new system will have the “Bill To” Department name and address listed on them. Send invoices to this address.

Please note that the last accounts payable vendor payments issued from our current system will be on 2/20/19. Vendor payments will be issued in our new system on 3/14/19.

Thank you for working with us as we make this important new step in our operations.

Should you have any questions, please call us at 910-341-7822.

