

## ACCOUNTS PAYABLE

To receive payment from the City for goods and services, you must remit an original invoice to:

ACCOUNTS PAYABLE  
City of Redondo Beach  
P.O. Box 270  
Redondo Beach, CA 90277

The invoice must be received by Accounts Payable no later than **two weeks prior** to a regularly scheduled City Council meeting where checks are presented for approval. Regularly scheduled Council meetings are held on the first and third Tuesdays of each month.

At the meeting, City Council usually approves payment to the provider, and the check (warrant) is mailed the next day, Wednesday. The City's payment term is forty-five (45) days from receipt of invoice, which is the amount of time required to complete the process from receipt to Council approval.

You may pick up your check after 9:00 a.m. at the City Treasurer's window on the Wednesday after the Council meeting, instead of waiting for the U.S. Mail. To arrange this, you must submit a request in writing along with your invoice, or call Accounts Payable (310-372-1171, Ext. 2515) the Monday before the Council meeting.

You may also contact us via email by clicking [FinanceMail@redondo.org](mailto:FinanceMail@redondo.org)