

**Internal Services**  
**Department of Finance**  
**Auditor-Controller Division**

Ben Lamera,  
Assistant Auditor-Controller



**County of Sacramento**

Bradley J. Hudson,  
County Executive

David Villanueva,  
Chief Deputy County Executive

Julie Valverde,  
Director of Finance

August 26, 2015

To: All County Vendors and Suppliers

The County of Sacramento is implementing Bank of America's ePayables solution, a convenient new payment option for our suppliers, and going forward would like to pay all future invoices with a Visa credit card process.

Under this new payment option, we would like for you to keep a Visa card number on file. If you are unable to keep the card number on file you can elect to receive the card account information with each payment via secure email. Please continue to invoice us as per our current terms and conditions. Once we approve an invoice for payment, an electronic remittance advice will be sent to your company via email, along with approval to charge the card for the authorized net amount. The remittance advice will include statement-type information such as invoice numbers, date and amount for invoices.

The benefits to your company include:

- Saving time and money by reducing the labor, hassle, expenses, and risks associated with checks;
- Enhancing cash flow by expediting the receipt of cash and eliminating mail and paper check float;
- Requiring no changes to current invoicing procedures; and
- Conserving the environment by eliminating the printing and mailing of paper checks and utilizing secure electronic payments.

County of Sacramento's facilitator for this new payment option is Bank of America, and a Bank of America representative will be contacting your company within the next two weeks to introduce this new payment option to you. In the meantime, if you are interested in learning more about ePayables and its benefits, please visit Bank of America ePayables: [www.bankofamerica.com/epayablesvendors](http://www.bankofamerica.com/epayablesvendors).

If your company is interested in participating in this program, please send an e-mail to [ePayables@saccounty.net](mailto:ePayables@saccounty.net) and include: company name, contact person, e-mail address and phone number.

The County of Sacramento appreciates your products and services. We look forward to providing your company with this new and more efficient payment option.

Sincerely,

A handwritten signature in cursive script that reads "Julie Valverde".

**Julie Valverde**  
**Director of Finance**