

## **Function**

Accounts Payable is a support service of the Richland County Finance Department. Our objective is to provide payment for *legal* financial obligations for all County departments. Major goals of this area include:

1. to ensure payments are made in a timely and efficient manner
2. to ensure payment requests are properly completed in accordance with County policies and procedures
3. to provide payment information to all County departments and vendors

## **Contact Information**

If you have questions regarding a payment, please contact any of the following as indicated below:

|                        |                 |                |
|------------------------|-----------------|----------------|
| Vendors A-I            | Linda Rutland   | (803) 576-2093 |
| Vendors J-R            | Keith Ann Simms | (803) 576-2106 |
| Vendors S-Z            | Elaine Dukes    | (803) 576-2098 |
| Telephone, Cell phones | Lynn Hogan      | (803) 576-2099 |
| Main Number - Finance  |                 | (803) 576-2100 |

## **Additional Information**

Vendors should submit directly to Finance an original invoice. Our address is:

Richland County Finance Dept.  
P.O. Box 192  
Columbia, SC 29204

Invoices must show a Richland County purchase order or contract number and must also designate the receiving department. The deadline for submission of invoices to Accounts Payable is 5:00 p.m. each Tuesday to receive a check on that Thursday. (Please note: This time and date can be effected by holidays.)