



VENDOR PAYMENT INFORMATION

The Accounts Payable Office processes payments on behalf of the Bernalillo County Commission. If you're a vendor doing business with the county, we're your connection for payment questions.

Payment

Prior to payment being made to any vendor, Accounts Payable will verify that a W-9 is on file with Bernalillo County. **Invoices must show a current Bernalillo County purchase order number and user department/contact name.** The payment is made to the vendor after receipt of invoice.

Beginning July 1, 2008, invoices should be mailed to:

**Bernalillo County Accounts Payable Office
One Civic Plaza, 10th Floor, Room 10045
Albuquerque, NM 87102**

Contact Information

If you have questions regarding a payment, please contact the appropriate personnel (please see attached) for assistance:

- Amy Childers, Financial Services Administrator
505-468-7319
achilders@bernco.gov
- Mary Benavidez, Accounts Payable Coordinator
505-468-7478
mbenavidez@bernco.gov
- Jocelyn Montoya, Financial Specialist
505-468-7318
jmontoya@bernco.gov
- Bonnie De Herrera, Financial Specialist
505-468-7305
bdeherrera@bernco.gov
- Jennifer Cottrell, Financial Specialist
505-468-7422
jcottrell@bernco.gov
- Edwin Martinez, Financial Specialist
505-468-7415
emartinez@bernco.gov
- Monica Chavez, Financial Technician
505-468-7414
mrchavez@bernco.gov

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One Civic Plaza, 10th Floor, Room 10045
Albuquerque, NM 87102
505-468-7070 (phone) / 505-468-7201 (fax)