



# CITY OF HOUSTON

Finance Department  
Strategic Procurement Division

**John Whitmire**

Mayor

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June 18, 2025

## **Subject: Fiscal Year 2025 Year-End Invoice Submission**

Dear City of Houston Suppliers,

As we prepare to close out our fiscal year, we kindly request that no new invoices be submitted from **June 23 through July 2, 2025**. This pause allows us to finalize our year-end financials and ensure accurate reporting.

Please note that any invoices submitted during this period will be deleted and must be resubmitted once invoice processing resumes.

We will begin accepting new invoices again on July 3, 2025, via the SAP Business Network (Ariba).

We sincerely appreciate your cooperation and continued partnership. If you have any questions, please reach out to your Accounts Payable representative or the City of Houston's Supplier Enablement Team.

Warm Regards,

A blue ink signature of Jedediah Greenfield.

Jedediah Greenfield  
Chief Procurement Officer

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