



**CITY OF HOUSTON**  
Finance Department

**John Whitmire**

Mayor

Jedediah Greenfield  
Chief Procurement Officer  
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June 2, 2026

**Subject: Fiscal Year 2026 Year-End Invoice Submission**

Dear City of Houston Suppliers,

As we are preparing to close out our fiscal year, we kindly request that no new invoices be submitted from **June 26 through July 5, 2026**. 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 6, 2026, 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 handwritten signature, appearing to read "Jedediah Greenfield", written over a blue oval scribble.

Jedediah Greenfield  
Chief Procurement Officer