



February 1, 2018

ACCOUNTING MANAGER
City of Minot
Water Department
P O Box 5006
Minot, ND 58702-5006

RE: New method of payment for accounts payable

As part of an ongoing effort to streamline our purchasing process and improve the timeliness of payments to you, **Dakota Dunafon** has made the decision to offer an electronic payables solution to pay invoices from your company. With this process, invoices will be paid using a Corporate MasterCard.

Going forward, this will be our preferred payment method for your invoices to us.

You will continue to submit your invoices in the usual manner. Once processed and approved for payment, a notification will be routed to you immediately by email. This email contains remittance information and outlines each invoice number, the total amount being paid, and provides instructions to access card account information to process the transaction through your existing card acceptance procedures.

You will be contacted by our accounts payable service provider, AOC Solutions, Inc., to answer any questions you may have and to further explain the process if necessary. If you have questions or need assistance, you may contact Accounts Payable Services, at 1-888-621-3585, to speak directly with a representative.

We value you as a supplier-partner and look forward to your participation in this program. Should you have any questions concerning this request, please contact our Accounts Payable Department at (573) 442-8372 or ojpener@dunafon.com.

Thank you again for your cooperation.

Sincerely,

Cameron Dunafon, Owner
Phone: (573) 818-2262
Email: cdunafon@dunafon.com