



January 24, 2022

Hey Humber Community,

As you finish this fiscal year 2021/22, please ensure that you have provided us with your current Purchase Order# for City Taxi, so that we can submit the taxi invoices for correct billing.

As well, when your new fiscal opens every year on April 1, please send us your new Standing PO# for billing purposes. This way the entire procure to pay (P2P) process will be smoother for both the parties. Also, please contact us to get updated voucher books so you can ensure that the proper account gets billed. If you are using old slip books MAKE SURE you hand write the current PO so we do not create extra work.

When you issue a taxi voucher, please write the person's full name to whom you are issuing it as well as your department name.

In case of any clarification/ request on voucher books please do not hesitate to reach out to the undersigned.

Thank You

Renu Gill

Accounts Receivable Manager

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