



**City of Albuquerque**  
Central Accounts Receivable and Billing Division  
P.O. Box 27780 | Albuquerque, NM 87125

LGI HOMES NEW MEXICO LLC  
9150 E DEL CAMINO DR STE 118  
SCOTTSDALE AZ 85258

Due Date: 11/18/2022  
Payment Terms: **Net 30**  
Customer Number: COA004001448  
Invoice Date: 10/19/2022  
Invoice Number: PLN018246CR

Amount Due: No Payment Due

**Please return the above stub with your payment**

**Comments:**

CREDIT INVOICE PLN0000018246 AS IT IS A DUPLICATE OF PLN0000018248.

Item	Date	Description	Unit of Measure	Quantity	Amount Owed
1		Stormwater Quality	EA	-1.00	-100.00
					-\$100.00

Payment is due 30 days from the Invoice date or the date specified under the terms of an alternate agreement. Failure to pay may result in penalties of 15% annual interest and applicable collection actions and/or fees.

If you are receiving invoices via regular mail, you may request to have them e-mailed instead by submitting your request to [FAARIR@cabq.gov](mailto:FAARIR@cabq.gov)

**Notice to customers:** When you provide a check as payment, you authorize us to use information from your check to make a one-time electronic fund transfer (ACH) from your account or to process the payment as a check transaction.

**Make Online Payments at:** <https://www.cabq.gov/311/pay-a-bill>. Some fees may apply.

**Make checks payable to:** City of Albuquerque

**Mail payments to:**  
City Of Albuquerque  
Central Accounts Receivable and Billing Division  
P.O. Box 27780  
Albuquerque NM 87125

**Or make payments at:**  
City of Albuquerque Treasury Division  
Plaza Del Sol  
600 2nd St. NW  
Albuquerque, NM 87102



*If Customer does not have a PeopleSoft Customer ID assigned, please reach out to Accounts Receivable to request one before submitting*

[Clear Form](#)[Print & Sign Form](#)[Email Form](#)

Accounts Receivable Division  
City/County Government Center, 8th Floor  
Email: [invoicerequest@cabq.gov](mailto:invoicerequest@cabq.gov)  
Phone: 505-768-3076  
Fax: 505-768-3476

### A/R Invoice/Billing Request Form

<b>What is this form used for:</b>	To request Accounts Receivable to charge clients for goods and services rendered by the City of Albuquerque. Credit should only be extended to credible sources, on approval of your supervisor. Inquiries should be made to verify if customer has prior balances.		
<b>Instructions:</b>	In order to process an invoice in current month, this request Accounts Receivable must receive form and supporting documentation within 5 business days prior to month end (last day of the month). Please send completed form to Accounts Receivable via email at <a href="mailto:invoicerequest@cabq.gov">invoicerequest@cabq.gov</a> .		
<b>Date:</b>	1018.22	<b>Department/Division:</b>	BIPLN
<b>Requested By:</b>	Doug Hughes	<b>Phone:</b>	505-924-3420

<b>Customer Account #</b>	COA004001448	<b>Customer Name</b>	LGI HOMES NEW MEXICO LLC
<b>Customer P.O.#</b>		<input checked="" type="checkbox"/> <b>Check Box if Credit Memo</b>	

	Line Note Description	Revenue Dist Code* or Account	Charge ID** or Project	Activity	Billing Amount
1.	Please credit invoice PLN0000018246	RV42125001	STORM_QUALITY		(\$ 100.00)
2.	as it is a duplicate of PLN0000018248				
3.					
4.					
5.					
				<b>TOTAL</b>	(\$ 100.00)

Please also complete the following Chart Fields

	Fund	Account	Department
1.	110	421250	4961000
2.			
3.			
4.			

Invoices to be credited-List using comma's to separate

1.	PLN0000018246
2.	
3.	
4.	

Please provide a separate list if there are more than can fit

I HEARBY CERTIFY THAT THE ABOVE IS TRUE AND ACCURATE IN ALL RESPECTS

<b>Department Signature</b>	<i>James D. Hughes</i> 10/19/2022
<b>For Office Use Only</b>	
<b>Request Completed By:</b>	<b>Date:</b>
<b>Invoice #</b>	<b>Attached Date:</b>
* Please run the Query COA_REV_DISTRIBUTION_CODE in PeopleSoft to find the correct information ** Please run the Query COA_BILLING_CHG_ID in PeopleSoft to find the correct information	