



January 30, 2022

Dear Valued Vendor:

This letter serves to inform you that The New York Racing Association, Inc. ("NYRA") strictly follows a "No PO, No Pay" policy in which a valid Purchase Order ("PO") is mandatory for payment of all vendor invoices. Vendor invoices submitted for payment without a valid NYRA PO number will result in delayed or non-payments.

**Vendor delivery of goods/services without a valid PO is strictly prohibited and is subject to non-payment by NYRA.**

Once a PO number is obtained, it must show on (i) the packing slip or delivery document, and (ii) the invoice. Any invoice received by NYRA Accounts Payable without a PO will be **returned to the supplier with a request to reissue, quoting the PO number.**

*\*NYRA will not be responsible for late fees or finance charges if our PO policy is not adhered to.*

All invoices submitted to NYRA Accounts Payable must meet the following criteria:

-An invoice should be an official invoice, clearly stated as an "Invoice." NYRA does not pay using Statements or Quotes/Estimates; handwritten invoices are not acceptable.

-Invoices should clearly show: Company Name, Invoice Number, Invoice Date, Invoice Total Due, PO number, and a detailed description of goods/services. Each line item should separately list and show item price and quantity and should mirror the quote. The invoice must be billed to The New York Racing Association, Inc.

-All taxable goods/services must reflect the correct tax rate based on the location in which such good/services are delivered. These tax rates currently are Aqueduct Racetrack - 8.875% (NYC), Belmont Park - 8.625% (Nassau County), and Saratoga Racecourse - 7% (Saratoga County).

-Vendor Name, Address, Remittance Address and check made "Payable To" should be clearly written on the invoice.

-If Certified Payroll is required, please include with the invoice.

Invoices with supporting documentation should be emailed directly to: [apayable@nyrainc.com](mailto:apayable@nyrainc.com). This is the preferred method of sending an invoice. If this method is not an option, please mail the invoice to:

The New York Racing Association, Inc.  
Attn: Accounts Payable  
PO Box 169  
Jamaica, NY 11417

**Invoices not sent as indicated above will delay payment.** Vendor compliance with this policy will allow NYRA to get payments out efficiently, on time, and meet compliance requirements, resulting in a better business relationship. If you have any questions regarding POs, please email [Procurement@nyrainc.com](mailto:Procurement@nyrainc.com). If you have any questions regarding invoicing or payments, please email [apayable@nyrainc.com](mailto:apayable@nyrainc.com).

\*\*Please consider updating your payment method to credit card or ACH for faster payment delivery. Please contact [apayable@nyrainc.com](mailto:apayable@nyrainc.com) for more info.

We value our partnership and hope to have a productive, successful New Year!

Sincerely,

The NYRA A/P Team  
The NYRA Procurement Team

