



How to do Business with the
Greater Orlando Aviation Authority

How Do I Get Paid?

Are You Contracting Directly with GOAA?

- Prime contracts submit originals directly to GOAA
- If you are a sub-contractor, invoices and supporting documentation will be submitted to the prime contractor to be incorporated into the prime contractor's invoice.

I am a Prime, Where Do I Send My Invoices?

- Take a look at your Purchase Order Number
- If your PO Number is 5 digits starting with an 8, send your invoice (with PO number noted on it) to Accounts Payable at the following address:
 - Attn: Accounts Payable
 - PO Box 620125
 - Orlando, FL 32862
- If your PO Number is 7 digits starting with a 10, submit your originals to the OAR or to the Project Manager.

Submitting Invoices to GOAA for Direct Contracts

Construction Contractors

- Submit Professional Service Invoices or Construction Pay Applications to the GOAA Project Manager or OAR
 - For Not-to-Exceed Contracts, include time and materials justification
 - For Lump Sum Contracts, include a percentage of completion report

Electronic Payment Option Available

- Your first payment will be using a paper check.
- On the top right portion of the check an invitation to register for ViewPost is included along with a link and a security code. These are used to register for electronic payments.
- After you register, you will receive an email notification when payments are sent.