



Peter O. Knight Airport
Plant City Airport
Tampa Executive Airport

Hillsborough County
Aviation Authority
P.O. Box 22287
Tampa, Florida 33622
phone/ 813-870-8700
fax/ 813-875-6670
TampaAirport.com

July 1, 2026

Dear Supplier,

Suppliers must select one of the electronic pay methods identified below to receive payment:

- **Purchasing Card**
 - Net Terms: Immediate payment upon processing of transaction or acceptance of invoice
 - VISA Product: Supplier is responsible for all applicable transaction fees
- **Automated Clearing House (ACH)**
 - Net Terms: 20 days from receipt of approved invoice within Accounts Payable
 - Authority pays the processing fees for Suppliers utilizing PaymentWorks platform
 - The PaymentWorks platform is managed by the Authority and suppliers are required to provide a contact name and email address for their Accounts Receivable representative to ProcurementHelpline@TampaAirport.com.

Important: The payment terms listed above represent the Authority's standard processing goals for each electronic payment method and are intended to expedite payment to suppliers. These payment terms do not modify, waive, or supersede any rights or obligations established under the Florida Local Government Prompt Payment Act (Chapter 218, Part VII, Florida Statutes) or the terms of the applicable contract.

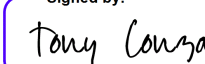
If you have any questions regarding the electronic pay methods or their associated enrollment processes. Please contact Katie Pace at (656) 210-1884 or KPace@TampaAirport.com.

Kind regards,

DocuSigned by:

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Matt Bauer
Vice President of Procurement

Signed by:

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Tony Conza
Vice President of Finance