

### Contractor/Vendor Payment Policy

To assist you in processing our invoices, please be advised of the following policies:

1. All contractors and vendors must complete a W-9 before we issue the first check. W-9 forms (<http://www.irs.gov/pub/irs-pdf/fw9.pdf>) should be completed and emailed to: [molly@cascadepacific.org](mailto:molly@cascadepacific.org), or mailed to: CPRCD Fiscal Department, 31978 North Lake Creek Drive, Tangent, OR 97389-9709.
2. CPRCD can only issue payments after the funding has been received from the originating Grantor and will issue checks on a weekly basis. Please let CPRCD or the Coordinator of the project know in advance if you have special payment processing needs.
3. An authorized Check Request must accompany all invoices.
4. Invoices will only be paid upon completion of the conditions of a signed agreement where applicable.
5. Price changes, change orders or alterations are only valid with prior written approval.
6. No additional charges, such as price overruns, additional work, etc. will be paid without prior written approval.
7. CPRCD is not responsible for the cost of work that is performed outside of the context of the originating Grantor's intention.

If you have questions regarding these policies, please contact: Molly Davis, Fiscal Manager at 541-248-3094.

We look forward to providing you with excellent customer service.