

S 180 - PAYMENTS TO SUBCONTRACTORS AND SUPPLIERS

Requests for payments to subcontractors and/or suppliers that are in excess of the amount the company has been paid for their work on a particular project will not be processed without special approval.

Should the Account/Project Manager desire to advance monies to a subcontractor or a supplier in excess of what the Company has been paid on their behalf for whatever reason, such as to expedite the project, etc., he/she shall obtain approval from the President for such release of monies prior to Accounting issuing same.

Approval for the advancement of monies shall be obtained and the necessary back-up information should be explained in detail and/or an invoice should be attached for future reference.

It is the responsibility of the subcontractor to submit paperwork in a timely manner for payment.

No Company employee is permitted to fill out paperwork for any subcontractor!