## Rules for Processing Invoices
## for payment by Community Preservation Fund

Contractor's Agreement

1. If Applicants hire a contractor to accomplish any part of their approved project, the Town requires a contractor's agreement that details, at the very least:

- a description of the work to be done
- the name of the company doing the work
- a schedule for completion of the project
- the agreed-upon cost and time of completion

2. The person or company signing a contractor's agreement must have a contractor's license and liability and workman's compensation coverage in his or the company's name.

3. As soon as a contractor's agreement is signed for work covered by Community Preservation funds, a copy of the contract must be sent to the CPC treasurer.

Submission of Bills for Payment by CPC

1. Once the contractor completes the work as specified, the contractor must submit invoices to the Community Preservation Treasurer. All requests for payment should include

- the name and address of the individual or company to be paid
- what work was done
- what dates the work was done
- a breakdown of labor costs (hours) and materials costs
- if work was done under a contract which specifies in detail the work to be done, please reference the contract.

2. The Building Inspector must approve the work *when one-third, two-thirds and entirely completed*. The Applicant will provide these approvals to the CPC Treasurer when payments are requested.

3. The Community Preservation Committee never pays for projects until they have been completed and the appropriate billing has been submitted, unless the contractor's agreement specifically includes progress payments for completing phases of a project. For current open projects, a letter from the Applicant stating why partial payments are requested may be sufficient. Requests for partial payment before the project is completed must be made in writing and include:

- the name and address of the individual or company to be paid
- what work was done
- what dates the work was done
- a breakdown of labor costs (hours) and materials costs

- an explanation of the need for partial payment
- the amount of partial payment
- an estimate of the time until total completion of the project
- reference to the contract or agreement which specifies partial payment is to be made.

4. If payments are to be made to individuals or institutions as reimbursement for paying project bills, a copy of the invoice from the company which was paid must be provided, containing the same information as number 3 above. The request for payment must be signed by the representative of the organization making the request and should include contact information for the person to be reimbursed.

Contact

If there is any difficulty in fulfilling these requirements, please contact:

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