

**Cascade Pacific Resource Conservation & Development (CPRCD)  
Vendor & Contractor Payment Policy  
for Stewardship Projects**

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. An authorized Check Request (Exhibit 5-also available online) must be submitted to CPRCD by the 15<sup>th</sup> of the month.
3. CPRCD will invoice the USFS on the 20<sup>th</sup> of the month. CPRCD can only issue payments to stewardship contractors after CPRCD receives the funding from the USFS. Payments may take 30-45 days from the 15<sup>th</sup> of the month (see #2 above).
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.