

Child Inc. Contractor Payment Policy

1. Fiscal must have a fully negotiated & current contract in place prior to providing services and receiving payment. If payment terms are not specified in the contract, payment shall be made upon receipt of a completed invoice. **Invoices must include:**
 - a. Invoice number
 - b. Invoice date
 - c. Payment terms
 - d. Hours rendered (if paid by hour)
 - e. Description of service provided
 - f. Identification of Center (or address) that was serviced
 - g. Invoice must be approved by the Child Inc. employee to whom the contractor reports.
2. Invoices should be **emailed** to: payables@childinc.org
or **mailed** to: Child Inc.-Payables, 818 E 53rd St., Austin, TX 78751
3. Please invoice promptly. We are funded by federal grants and cannot pay an invoice that is not submitted within 60 days of the work done. We ***strongly*** prefer to be invoiced within 10 days of the work done.
4. The contractor is **required** to maintain their current certificate (s) of insurance. Payments may be delayed for expired insurance certificates. CI minimal limit requirement is \$1,000,000 per occurrence, \$1,000,000 aggregate.
5. Prepayments for services are **NOT** authorized.
6. Advance payments for materials are **NOT** authorized.
7. **APPROVED** invoices and other supporting documentation are due into Fiscal no later than 5pm each Tuesday to receive payment that following Friday. Checks are processed and released after 2pm on Friday.
8. **ALL** vendor payments are mailed. Fiscal must be notified 24 hours in advance for any payment to be picked up. Pickups require identification and signature release.

This certifies I have received and reviewed the Contractor payment policy for Child Inc.

Vendor Name

Signed

Printed Name

Date