

Distribution	SUBJECT	Date
	RECEIPT OF REQUIRED DOCUMENTS	09-01-2014

Frequently, we receive requests that Subcontractors be allowed to turn in required documents to the Field Superintendent in order to expedite the release of a check. It is company policy not to allow this.

Subcontractors should be advised that an item is not "received" until the original has reached the main office and has been reviewed by appropriate main office personnel.

Superintendents are not to fax a document (such as an insurance certificate) to the main office. It is the Subcontractor's responsibility to deliver the original document to the main office.

The reason for this policy is to avoid placing the Superintendent in a compromising position with respect to determining the acceptability of documents on behalf of the company. We do not expect our Superintendents to be experts at reading legal documents or insurance certificates. In the past, we have had Subcontractors submit altered, fraudulent, or inadequate documents to the Superintendent at the construction office in order to obtain payment.