



## **Vendor's Request for Payment Policy**

Effective March 1, 2009, the following will be Rebuilding Together Tampa Bay's (RTTB) vendor payment procedures:

- All requests for payment have to be approved by both the Project Coordinator and the Executive Director. If the project requires additional expenses, approval must be submitted in writing. Please refer to Change Order Form on our website.
- Request for payment must include all original receipts.
- Payment will be issued on the 15<sup>th</sup> and 30<sup>th</sup> of each month by the close of business.
- Request for payment should be submitted no later than one week prior to the 15<sup>th</sup> and 30<sup>th</sup> for payment. If request for payment is received after that time, payment will be issued the following payment cycle.
- All RTTB forms are available online at [www.rttb.org](http://www.rttb.org). RTTB is a tax-exempt organization. The tax-exempt certificate is also available online.
- Request for payment should be mailed to:

Rebuilding Together Tampa Bay  
Attn: Office Manager  
2918 West Kennedy Blvd.  
Tampa, Florida 33609  
[info@rttb.org](mailto:info@rttb.org)