PROFESSIONAL SERVICES PAYMENT PROCEDURES:

- Indicate Indefinite Delivery Contract (IDC) and/or State Project and MUSC numbers with project name on all requests for payment.

- Attach receipts for all reimbursables.

- Mail all requests for payment to Terri Hebert, Engineering and Facilities, Post Office Box 250190, Charleston, SC 29425.

- Invoices for final payment should be marked as such. Final payments should include all reimbursables.

- Do not bill before receipt of written verification that MUSC and/or the State Engineer have approved releases and amendments.

- Take direction from the Project Manager only when it affects your particular contract.

Approved By: John C. Malmrose  Debbie Zerba
Chief Facilities Officer  Administrative Coordinator
Engineering & Facilities  Engineering and Facilities

Effective Date: January 1, 2006