

## US EPA Agreement For Email Submission of Contract Invoices

The Environmental Protection Agency's (EPA) Research Triangle Park Finance Office (RTP-FC) has developed a program that will allow contractors to submit their contract invoices to the Environmental Protection Agency [-EPA" or -Agency"] Finance Center via email. In order for a contractor to submit their invoices via email, the following release agreement must be signed by a duly authorized representative of the contractor and returned to RTP-FC, and/or the contract terms currently in force must allow for electronic invoicing in the award or modifications. As a part of the release and/or award terms, the contractor agrees to submit invoices subject to the invoicing procedures attached. The contractor should ensure that contract terms are fulfilled concerning submission of invoice copies to the project officer and contracting officer since the email submitted to RTP-FC will not be forwarded to them. This agreement remains in force until it is terminated or rescinded, or applicable sections are modified by EPA.

### Release of Liability:

I certify that I, \_\_\_\_\_ (Name) am the  
\_\_\_\_\_ (Official Title) of the contractor,  
\_\_\_\_\_ (Company Name) and that I have full and complete authority  
to sign the following Release Agreement and to bind the contractor,  
\_\_\_\_\_ (Company Name), to its terms and conditions. The  
contractor understands that there are risks inherent with the electronic email submission of invoices,  
including, but not limited to, the release of confidential business information. The contractor  
hereby releases the Environmental Protection Agency of any liability with regard to such risks and  
will make no claims against the Agency if the contractor is harmed as a result of submitting an  
electronic invoice. The contractor understands that the Agency will not intentionally forward email  
submissions to potential competitors of the contractor and will be used solely for invoice payment  
processing purposes. The contractor understands that it is not required to submit invoices  
electronically via email and this release only applies to those invoices submitted electronically via  
email.

The contractor therefore understands and accepts the inherent risks of electronically  
transmitting sensitive data. The contractor further agrees that it will follow the invoicing  
procedures (copy attached) for any invoices that it chooses to submit electronically. This release  
applies to all invoices submitted as designated in the procedures below. Further, this release applies  
to ALL contracts (both current and future) for the contractor listed above.

Please reference current active contract numbers and DUNS number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\*\*Email PDF completed agreement with signature to: [ContractPaymentInfo@epa.gov](mailto:ContractPaymentInfo@epa.gov) (919-541-1148)