

# SUBCONTRACTOR FINANCIAL DOCUMENTATION AND ACCOUNTING AGREEMENT

This Subcontractor Financial Documentation and Accounting Agreement (the "Agreement") is entered into as of \_\_\_\_\_,  
by and between:

**Contractor:** \_\_\_\_\_

Address: \_\_\_\_\_

and

**Subcontractor:** \_\_\_\_\_

Address: \_\_\_\_\_

## 1. PURPOSE & SCOPE

---

The purpose of this Agreement is to establish the financial record-keeping, accounting, and documentation requirements that the Subcontractor must adhere to while performing services under the primary subcontracting agreement dated \_\_\_\_\_.

## 2. FINANCIAL RECORD KEEPING STANDARDS

---

The Subcontractor shall maintain accurate, complete, and separate financial records and accounts of all expenses, labor costs, materials, and transactions related to the performance of services under the primary contract. All financial records must be kept in accordance with Generally Accepted Accounting Principles (GAAP).

## 3. REQUIRED DOCUMENTATION

---

The Subcontractor agrees to maintain and provide upon request the following documentation:

1. Itemized invoices detailing hours worked, rates, and materials used.
2. Receipts and proof of payment for all reimbursable expenses and material purchases.
3. Payroll records, timesheets, and proof of tax withholdings for all personnel assigned to the project.
4. Proof of valid insurance, licenses, and permit-related expenses.

## 4. INVOICING AND PAYMENT TERMS

---

All invoices submitted by the Subcontractor must reference Project Number \_\_\_\_\_. Invoices shall be submitted on a \_\_\_\_\_ basis. Contractor reserves the right to withhold payment on any invoice that lacks proper supporting financial documentation as outlined in Section 3.

## 5. AUDIT RIGHTS

---

The Contractor, or any authorized representative of the Contractor, shall have the right to audit, examine, and copy all financial records, books, ledgers, and receipts of the Subcontractor related to this project. The Subcontractor shall make these records available during normal business hours within \_\_\_\_\_ business days of receiving written notice.

## 6. RECORD RETENTION

---

The Subcontractor shall preserve and maintain all financial records related to the performance of services under this Agreement for a minimum period of \_\_\_\_\_ years following the completion of the project or termination of this Agreement, or longer if required by applicable local, state, or federal law.

## 7. CONFIDENTIALITY

---

All financial records, billing information, rates, and project-specific accounting data disclosed under this Agreement shall be treated as confidential information and shall not be disclosed to any third party without prior written consent, except as required by law.

**8. GOVERNING LAW**

---

This Agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first written above.

**CONTRACTOR:**

**SUBCONTRACTOR:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_