[DATE]

[Contact Name]

[Contractor Name]

[Contractor Address]

[PROJECT NAME (PROJECT NUMBER)]

TAX EXEMPTION NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enclosed is a Project Completion Certificate concerning the above referenced project. Please execute the certificate and return it to this office for our files. K.S.A. 79-3606 (d) and (e) provide that: "All invoices shall be held by the contractor for a period of five years and shall be subject to audit by the Director of Taxation."

Final payment will not be made on your contract for this project until the City has received the executed copy of this certificate along with a **"Consent of Surety Company to Final Payment." Please contact your bonding company for the Consent of Surety; they will have their own form.**

If you have questions concerning this procedure, please contact this office.

CONTRACT SPECIALIST

Enclosure