

*Please share this page with the person responsible for invoicing the SBCTC.*

## Guidelines for Invoicing the SBCTC for the Customized Training Program (CTP)

Complete Program Guidelines are available on the [SBCTC's Customized Training Program website](#).

### Invoicing the SBCTC for Reimbursement

- **Please invoice the SBCTC monthly** for reimbursement of your Customized Training Program contract.
- **Please refer to your contract number above** on all invoices and correspondence.
- **Each invoice must be exclusively** for reimbursement associated with your contract number; no other reimbursement requests on the invoice, please.
- The college may **begin invoicing** the SBCTC for reimbursement on or after the contract start date above. Only the college may invoice the SBCTC for reimbursement. Subcontractors must invoice the college not the SBCTC.
- **Invoicing should reflect or be timed with the delivery of contracted deliverables** and will likely be spread over the duration of the training program. Do not request all reimbursement upfront if the program delivery is spread over several months. The contract provides the contracted deliverables, their delivery dates, and their costs. If the project is on track, **the list of deliverables can serve as a schedule for invoicing and is attached for your convenience**. It is advisable to confirm monthly with the program manager that the program is on schedule.
- The college should **complete all invoicing to the SBCTC within one month after the training program end date** stated above.
- The **sum of all invoices** for this contract **shall be equal to the contract dollar amount** stated above.
- Send invoices directly to:

Peter Guzman  
State Board for Community and Technical Colleges  
P.O. Box 42495  
Olympia, Washington, 98504-2495

Phone: 360-704-4360

Fax: 360-704-4418

Email: [pguzman@sbctc.edu](mailto:pguzman@sbctc.edu)

- **If you have questions** about the Customized Training Program, please contact [Peter Guzman](#) at 360-704-4360