



2026-27 Worker Retraining Program

Appendix F: Invoicing Guide

Please note that the dates and content shown are for illustrative purposes only.

Sample Invoice

Follow the reference numbers in the screenshot below to complete your OBIS invoice for the WRT PCSC grant.

NorthWest Community College
201-WRT-27 - 2026-27 PCSC Worker Retraining Application
7/1/2026 - 6/30/2027

1 Invoice Number: 201-WRT-27
2 Invoice Start Date: 7/1/2026
3 Invoice End Date: 7/31/2026

4 Invoice Contact
Name: Test, Test Add New Edit
Phone: 360-704-xxxx
Email: @sbctc.edu

5 Comments: Use as needed. Please do not add personal information of students; names are OK.

SBCTC Comments:

Final Invoice:

6 Certification Agreement:
I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Current Invoice

Activity	Tuition
General	3,816.00
Total	3,816.00

8 Invoice Attachments

File to Upload: Choose File | FY27-SchoolName-Jul31.xlsx
(File size restricted to about 4MB or less)

Upload Attachment

9 Save Check Submit to SBCTC Delete

Financial Statement

1. **Invoice Number:** Your grant number followed by the sequential invoice number (e.g., -01, -02). Please note we use a two-digit number to prevent sorting issues in our accounting database. Your grant number can be found at the top of the page, as shown in the screenshot above.
2. **Invoice Start Date:** The first day of the month of your current billing period.
3. **Invoice End Date:** The last day of the month of your current billing period.
4. **Invoice Contact:** We will reach out to this contact if we need clarification regarding your invoice or your billing tool.
5. **Comments (Optional):** Do not share confidential student details; names are acceptable.
6. **Certification Agreement:** Certification of invoices is required. Please read carefully and check the box to verify the information provided is correct. *Important Note: If you check this box before uploading your billing tool, it will automatically uncheck itself.*
7. **Invoice Amount:** Enter the total tuition being billed. To avoid payment delays, verify this amount exactly equals the Total for Billing Period on row 9 of your Billing Records Report tab.
8. **Invoice Attachments:** Click “Choose File” to locate your latest Billing Tool. Once the file name shows here, click “Upload Attachment” to upload your Billing Tool to this invoice. Once it’s uploaded, it will take you back to the grant home screen. You will select “edit” to the left of the draft invoice to continue with your invoice.
9. Once your invoice is complete, choose one of the following actions at the bottom of the screen:
 - Save:** Save your current progress as a draft so you can come back and edit it later.
 - Check:** Runs an automatic error check to verify that your fields and numbers are correct.
 - Submit to SBCTC:** Sends the invoice directly to SBCTC for approval and payment. *Note: You cannot make changes after submitting.*
 - Delete:** Permanently deletes the invoice.