

Company Letterhead – Employer Incentive Invoice Template

Invoice #:
Invoice Date:
Total Billed This Invoice:
Total Billed to Date for Employer Incentive:

Bill To:
State University of NY Attn: Denise Zieske, Assistant Vice Chancellor of Workforce Development Office of Community Colleges & the Education Pipeline H. Carl McCall SUNY Building, 353 Broadway Albany, NY 12246

Quantity	Description	Rate	Amount
	Apprentice Hired After Successful Completion of a SUNY Pre-Apprenticeship Course	\$500	
	Apprentices Initially Hired	\$500	
	Apprentice Retained in Position after Six Months of Hire	\$500	
		TOTAL	

Please make checks payable to: _____ and remit to: _____

"I certify that this invoice is correct and that it does not duplicate reimbursement of costs or services received from other sources. In addition, I certify that reimbursement is requested only for Registered Apprentices hired and retained and aligns with published SUNY guidelines."

Name of Certifying Officer: _____

Title: _____

Signature: _____ Date: _____