

Apprenticeship Programs at SUNY - Invoice Submission Checklist

This checklist outlines the documentation required to [submit an invoice for payment](#). A [W-9](#) is required by the lead colleges for any payment made. Additional resources are available on the SUNY College Apprenticeship website.

Industry Roundtable

- Copy of the sign in sheet or list of the companies that attended the event
- Copy of Agenda
- Itemized receipts for hotel space/catering/other expenses

Pre-Apprenticeship Programs

- Each Pre-apprentice entered using Intake Form in Smartsheet with signed Combined Information Release Form
- Name of course(s), course #(s), and dates
- Record of enrollment
- Detailed cost breakdown per course – including tuition/fees/labs and books/materials (as required on the course syllabus)

Related Instruction

- Each Apprentice entered using Intake Form in Smartsheet with signed Combined Information Release Form
- NYSDOL Verification submission completed with final approval from NYSDOL
- Name of course(s), course #(s), and dates
- Record of enrollment
- Detailed cost breakdown per course – including tuition/fees/labs and books/materials (as required on the course syllabus)

Curriculum Development

- Course name, description, and detailed outline
- Documentation outlining costs commensurate with college policy/procedure

Hybrid & Competency-Based Assessment Tool Development

- Registered Apprenticeship Trade Title assessment tool developed to support
- Documentation outlining costs commensurate with college policy/procedure

Hybrid & Competency-Based Assessment Tool Administration

- Each Apprentice entered using Intake Form in Smartsheet with signed Combined Information Release Form
- NYSDOL Verification submission completed with final approval from NYSDOL
- Documentation outlining costs commensurate with college policy/procedure

For all areas an invoice must be submitted for the lead campus to process payment. It must provide a breakdown for tuition, books/materials, labs/fees and project management. The project management amount that may be requested by campuses differs based on the agreement number. Agreement numbers that begin with the following are eligible for 10% project management: 154, 155, 156, 200, 299, 300 and 400. For agreement numbers that begin with other prefixes, colleges may invoice 20% project management.