

**TENCO WORKFORCE DEVELOPMENT BOARD****Policy No. 29****Invoicing and Support Requests****Effective Date: July 1, 2004****Revision Date: June 28, 2005****Revision Date: May 21, 2014**

WDA contractors, WDA participants, and WDA vendors requesting funds from TENCO Workforce Development Area for services shall invoice within 30 days of the month in which costs occurred. Failure to produce timely invoicing may result in denial of payment and/or de-obligation of funds.

Invoices for services occurring in June must be submitted within 15 days due to the fiscal year ending June 30th.