



## Green Country Workforce Development Board

A proud partner of the AmericanJobCenter<sup>®</sup> network

### Supportive Service Voucher

*Issued through GCWDB WIOA Title I Adult, Dislocated Worker and Youth Programs contracted service provider.*

Vendor:

VOUCHER #

Contact

Title:

Person:

Address:

Telephone:

Fax:

Email:

ANY REFUNDS OR RETURNS FOR ITEMS OR NON-COMPLETION OF SERVICES, BY LAW, MUST BE MADE TO  
GCWDB WIOA TITLE I ADULT, DISLOCATED WORKER AND YOUTH PROGRAMS CONTRACTED SERVICE PROVIDER.

Participant

Name:

PID#:

☐ ADULT

☐ DLW

☐ YOUTH IN SCHOOL

☐ YOUTH OUT-OF-SCHOOL

Quantity	Item or Service Description	Cost per Item	Total
<b><u>VENDOR BILLING INSTRUCTIONS:</u></b> See page 2 from GCWDB WIOA Title I Adult, Dislocated Worker and Youth Programs contracted service provider.			
		TOTAL	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**ANY OBVIOUS CHANGES, WHITE OUT, MARK THROUGH, ERASER MARKS, WRITE OVER, WILL VOID THIS VOUCHER**

**Supportive Service**

11/13/2025

**Procedures for Invoicing Dynamic Workforce Solutions**

Dear Vendor,

Please submit your invoice to [MBaird@greencountryworks.org](mailto:MBaird@greencountryworks.org) once you have received the signed voucher.

**Please note: No Goods should be released to Participant – Student until you have received an assigned voucher from our Career Manager.**

If you have any invoicing questions, please contact Michelle Baird, Project accountant by email or phone at 405-269-1481

**Invoice Requirements:**

- Standard format – PDF, Word, or Excel
- Vendor Name, Address, City, State, Zip Code and Phone Number
- Invoice Date
- Unique Invoice Number
- Participant - Student Name
- Detailed Description of Goods
  - Number of Units
  - Cost Per Unit
  - Total Cost of Unit/s
- Total Amount Payable
- Remittance Information
  - Mailing Address
  - Attention to a Specific Person or Department

Thank you,

Michelle Baird

Project Accountant

Dynamic Workforce Solutions

405-269-1481

[MBaird@greencountryworks.org](mailto:MBaird@greencountryworks.org)