



Hugh McDonald
SECRETARY OF COMMERCE

Stephanie Isaacs
DIRECTOR,
OFFICE OF SKILLS DEVELOPMENT

DATE: January 1, 2025
TO: All Employers
FROM: Stephanie Isaacs, OSD Director
SUBJECT: New Requirement for Proof of Payment with Invoice Submission

Effective January 1, 2025, The Office of Skills Development (OSD) will require employers to provide proof of payment along with their submitted invoice for all reimbursements. This new procedure is being implemented to enhance the efficiency and effectiveness of our processes for both OSD and our valued employers.

Acceptable forms of **proof of payment** include:

- Receipt
- Payment confirmation
- Invoice with cancelled check
- Invoice accompanied by a credit card statement or bank statement

By including proof of payment, we aim to streamline our verification process, reduce delays, and ensure faster processing of invoices. We believe this change will help improve communication and make the overall payment procedure smoother for all parties involved.

We want to thank each of you for your continued support and partnership. Should you have any questions or need further clarification, please feel free to contact our office.

Thank you for your attention to this update.