

Name: _____

Date: _____

Invoice Number: _____

1. Please make all checks payable to _____ mailed to the address above.
2. Pay is based on the pay scale listed in the PTC Interpreter handbook.
3. Interpreters will not invoice for classes cancelled when PTC Administration closes due to inclement weather or issues out of PTC's control (i.e. power outages, bomb threats, acts of nature, etc.).
4. Provisions for a cancellation/no-show policy will be regulated prior to confirmation of the interpreting assignment (24-hour notice).
5. **All invoices must be submitted by 4:00 p.m. on the 15th and the last day of the month.**
6. It is Pulaski Technical College standard procedure to pay contracted invoices within 30 days.

Interpreter Signature: _____ **Date:** _____

Verified by: _____ **Date:** _____