

## How to create an A-19 Invoice Voucher

The A-19 is a state of Washington Invoice Voucher used by contractors, vendors, and employees to claim payment for goods and services. The exact process for creating and submitting an A-19 at Seattle Colleges depends on the reason for the payment, but it is handled through the ctcLink system.

### A-19 for vendors and contractors

If you are a vendor or contractor, you must complete the Invoice Voucher A19-1A.

1. **Enter vendor information:** In the "Vendor or Claimant" section, write your full name or business name and address as the payee.
2. **Provide tax information:** Enter your Federal ID or Social Security number for IRS reporting purposes.
3. **Detail the charges:** Provide a complete, itemized description of the goods or services you furnished to the South Seattle College. Include the date, quantity, unit price, and total amount for each item.
4. **Sign and certify:** Sign the "Vendor's Certificate" in ink, which certifies under penalty of perjury that the charges are proper.
5. **Submit the form:** Send the completed form to the designated state agency or finance department, as instructed in your contract. For Seattle Colleges, you may need to submit it to the college's business office.

### A-19 for Seattle Colleges employees

If you are a Seattle Colleges employee seeking a reimbursement, you will also use the A-19.

1. **Fill out the form:** Obtain the appropriate invoice voucher form from your campus. For example, South Seattle College provides a specific A19 Invoice Voucher PDF.
2. **Use ctcLink:** All financial processes at Seattle Colleges now run through the ctcLink system. Depending on the nature of your claim, you may need to submit the completed form to your department.
3. **Submit for approval:** Your department's administration will need to approve the request before it is submitted to the Business Office and Account Payable for payment.