



Rev1 Ventures Internship Program Fall 2020 Cohort: Invoice/Evaluation Form

Company:		Remit Check to the Attention of:		
Address:	City:	OH	Zip:	Ph:
Intern's Name:		SSN:		

Timesheet Procedures

Invoices must be based on actual timesheet documentation. **A record of monthly payment and associated timesheets must be attached**

Payroll Summary

Record actual hours worked by intern during the month, full hourly rate, and amount for Rev1 reimbursement (50% of full hourly rate).

Month & Year:	Hours:	Full Hourly Rate	\$	Invoice Amount for Reimbursement*	\$
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Evaluation Report	Excellent	Satisfactory	Needs Improvement	Unsatisfactory
Follows Instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to Learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Intern's Signature			Date	

*Payments by Rev1 Ventures to the employer under this Agreement shall not exceed 1/2 of the base hourly wage which employer pays to the intern, up to \$2,000 for the fall cohort (see §2 of agreement). **Eligible reimbursement excludes any payments by employer in the form of fringe benefits of any type, pay raises, overtime premium, downtime, incentive and/or piece work pay, holidays, vacation days, sick days, etc.**

The undersigned certifies that 1) the above payroll summary is an accurate record of the intern's time on the job, 2) the foregoing amount is just and correct and legally due according to the terms of the Contract and all appropriate laws and regulations, and 3) the Evaluation Report and Payroll Summary sections have been reviewed with the Intern.

Company Signature	Date
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The Rev1 Ventures Internship Program is supported with funding from the State of Ohio, Ohio Department of Development and the Ohio Third Frontier.



Invoice/Evaluation Form Instructions

Submit invoices **monthly** during internship.

At the end of each calendar month, you will be required to complete this form and attach timesheet(s) and a record of payment to obtain reimbursement for wages paid to the Intern.

Invoice/Evaluation Process

- Please complete the **Payroll Summary** section based on your company's records. Your records and the time sheet record must match for Rev1 Ventures' auditing and monitoring purposes.
- The **Evaluation Report** and Payroll Summary sections must be reviewed with the intern on a monthly basis. The intern is to sign the invoice after this review.
- Prior to submission to Rev1 Ventures for reimbursement, the company's authorized representative's signature must be obtained.
- **If your intern is a w2 employee:**
 - Please submit a **monthly payroll summary** in addition to this form and the intern's timesheet.
- **If your intern is a 1099 contractor:**
 - Please submit a **copy of the cancelled check written from the company's AP department** in addition to this form and the intern's timesheet.

Please email all documentation for reimbursement to
accountspayable@rev1ventures.com and alison@rev1ventures.com