

MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT

FY2019 July 1, 2018 through June 30, 2019.

Invoice form must be typed.

What you need to do for payment:

- Spent the money for the approved MAC-funded project between July 1, 2018 and June 30, 2019.
- Spent the matching funds. Most MAC awards must be matched with cash (see Match Requirement below).
- Ensure signed Grant Agreement is on file with MAC.
- If awarded over \$5,000, submit completed E-Verify documentation.
- Be registered as a [Vendor with the Office of Administration](#) with up-to-date address and banking information.
- Submit [Grant Change Request](#) if there are any changes with contact, address, program, or authorizing official.

New Invoice Policy: Invoice for up to 100% as soon as you are eligible (see above checklist). Don't wait until the end of MAC's fiscal year or to complete your Final Report. Invoices may be 100% paid *before* the Final Report is submitted. MAC will no longer withhold 10%.

Match Requirement: Most MAC awards require a one-to-one cash match. Touring requires a 40% match to our 60%. Partnership grant match varies.

Processing Time: After receipt of the properly completed invoice, processing time will vary depending on when MAC received it. Grants supported by federal funds usually require additional time. (Check Section 10 of the Grant Agreement to determine if you receive federal dollars.) As MAC's funding is received quarterly we will fund invoices as money is available. There are days every month and annually when the accounting system is closed to allow reconciliation. Payment is issued from the State of Missouri Office of Administration.

MAC grant recipients assume the responsibility for accurate and timely invoicing. Delays may occur if the invoice is submitted with errors, if the invoice is submitted late, if project changes have not been approved in advance, or if the grantee is not registered as a Vendor with the Office of Administration (or registered with outdated information).

Final Report: Due 30 days after the *last funded event date* (shown on the Interim Report or approved by [Grant Change Request](#)) or by **July 15, 2019**, whichever occurs first.

Questions: Contact your [Program Specialist or Grants Manager](#).

Grant Recipient Information

1. MAC Grant Number	2. Grants Program (drop down box)	3. Full Payment or Partial Payments <input type="checkbox"/> 100% <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4
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4. Legal Name of Organization

5. Contact Person	6. Day Telephone
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7. Mailing Address. If you are not receiving EFT (electronic fund transfer), we will mail the check to this address.
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8. City	State MO	Zip (9-digit)
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Project Information

9. Title of Funded Project (from 3rd paragraph of Grant Agreement. Touring grantees should provide the performing artist's name.)

10. Project Location (city and state)

Project Expenses. Cash expenses only. All numbers must be rounded to nearest dollar.	
<p>11. How much have you spent on the MAC-funded project during this fiscal year?</p> <ul style="list-style-type: none"> ▪ This amount should not include any expenses reported in previous invoice requests. ▪ Your MAC-funded expenses must occur between July 1, 2018 and June 30, 2019. ▪ MAC prefers that you report the minimum necessary for the matching requirement. Most MAC awards require a one-to-one cash match, except Touring (40%) and Partnership (varies) grants are exceptions. 	
<p>12. How much reimbursement are you requesting from MAC?</p> <p>Remember that you may request 100% of your MAC award prior to submitting your Final Report.</p>	
<p>13. This form will subtract Line 12 from Line 11 to calculate the match. The match (line 13) should at least equal the amount you are requesting for reimbursement (line 12), except Touring (40%) and Partnership (varies) grants. MAC prefers that you report only the required matching amount.</p>	
Certification	
<p>I certify, to the best of my knowledge, that the project will occur and the information included in this invoice is true and correct in all material matters; and that adequate records, including bills, receipts, and other supporting documentation, will be maintained to substantiate all information reported for a period of no less than three (3) years from this date.</p> <p>By signing this form, you attest that you are an authorized signature on record with the Missouri Arts Council.</p>	
Type Authorizing Official's Name *	Type Authorizing Official's Title *
Print Invoice and Sign	
Signature of Authorizing Official →	Date →

* **Authorizing Official:** See the below list for positions that are authorized to sign the invoice. To designate an additional person or make other changes, complete the [Grant Change Request](#) form and email to your [Program Specialist](#).

- The authorizing official may be the Executive Director, Chief Executive Officer, or Board Officer (such as president, treasurer, and secretary). If board officer, make sure that MAC has an up-to-date board list.
- For college/university applicants, the authorizing official is the President or Board Officer. Most institutions annually send a list of authorizing officials (by name or job position).
- For city agency applicants, the authorizing official is the City Manager or Mayor.
- For public schools the authorizing official is the superintendent; for private schools, the principal.

Next Steps

1. **Scan the signed invoice as PDF document, and email to macgrants@ded.mo.gov.**
If you don't have access to a scanner, you may use a smartphone with a scanning app OR fax signed invoice to 314-340-7215. You only need to send the invoice once.
2. **Keep a copy of the signed invoice for your records.** This should include your supporting documentation. Records must be kept for three years after the MAC-funded project's completion.

Questions: Contact your [Program Specialist or Grants Manager](#).