

**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 during 2018-2019 school year.
- Ensure signed Grant Agreement is on file with MAC.
- Submit [Grant Change Request](#) if there are any changes with contact, address, program, or authorizing official.

**Invoice Policy:** Schools must pay transportation expenses prior to requesting reimbursement. Schools should submit the MAC invoice 30 days after the last field trip or by Monday, June 10, 2019, whichever occurs first. Invoices may be 100% paid *before* the Final Report is submitted.

If the school is submitting the invoice before the final report, it must include a copy of the transportation invoice or bill (or copy of check showing transportation costs).

**Processing Time:** After receipt of the properly completed invoice, processing time will vary depending on when MAC received it. 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. For planning purposes, it should take at least 4-5 weeks for reimbursement. 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.

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

**Questions:** Contact Julie Hale, Program Specialist for Arts Education (314-340-6853 or [julie.hale@ded.mo.gov](mailto:julie.hale@ded.mo.gov)), or Joan White, Grants Manager (314-340-6855 or [joan.white@ded.mo.gov](mailto:joan.white@ded.mo.gov)).

**Grant Recipient Information**

1. MAC Grant Number	2. Grants Program Big Yellow School Bus	3. Full Payment <input type="checkbox"/> 100%
4. Legal Name of Organization		
5. Contact Person		6. Day Telephone
7. Mailing Address. If you are not receiving EFT (electronic fund transfer), we will mail the check to this address.		
8. City	State <b>MO</b>	Zip (9-digit)

**Project Information**

9. Title of Funded Project  
2018-2019 Big Yellow School Bus Program

10. Project Location. What was the field trip destination? Include name of venue(s), city, and state.

<b>Project Expenses.</b> Cash expenses only. All numbers must be rounded to nearest dollar.	
<b>11. How much have you spent on the MAC-funded project during this fiscal year?</b> <ul style="list-style-type: none"> <li>▪ This amount should not include any expenses reported in previous invoice requests.</li> <li>▪ Your MAC-funded expenses must occur between July 1, 2018 and June 30, 2019.</li> </ul>	
<b>12. How much reimbursement are you requesting from MAC?</b> Remember that you may request 100% of your MAC award prior to submitting your Final Report.	
<b>13. This form will subtract Line 12 from Line 11 to calculate the match.</b>	
<b>Certification</b>	
<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> <p><b>Missouri Arts Council considers the following individuals authorized to sign MAC paperwork:</b></p> <ul style="list-style-type: none"> <li>▪ For public schools, the authorizing official is the superintendent.</li> <li>▪ For private or charter schools, the authorizing official is the principal (or equivalent position).</li> </ul> <p>To designate an additional person or make other changes, complete the <a href="#">Grant Change Request</a> form and email to <a href="#">Julie Hale</a>, Program Specialist for Arts Education.</p>	
Type Authorizing Official's Name	Type Authorizing Official's Title
<b>Print Invoice and Sign</b>	
Signature of Authorizing Official →	Date →

**Next Steps**

1. **Scan the signed invoice as PDF document, and email to [macgrants@ded.mo.gov](mailto:macgrants@ded.mo.gov). Remember to include a copy of transportation invoice or bill (or copy of check showing transportation costs) if you are submitting the invoice before the final report.** Cover page isn't necessary.  
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 **Julie Hale**, Program Specialist for Arts Education (314-340-6853 or [julie.hale@ded.mo.gov](mailto:julie.hale@ded.mo.gov)), or **Joan White**, Grants Manager (314-340-6855 or [joan.white@ded.mo.gov](mailto:joan.white@ded.mo.gov)).