

**FY2022**

**MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT**

**For expenses incurred July 1, 2021 through June 30, 2022.**

**Invoice form must be typed.**

**What you need to do for payment:**

- Spent the money between July 1, 2021 and June 30, 2022 for the approved MAC-funded project.
- Spent the matching cash funds (see Match Requirement below).
- Have signed Grant Agreement and E-Verify documentation (if awarded over \$5,000) on file with MAC.
- Be registered as a [Vendor with the Office of Administration](#) with payment by Electronic Fund Transfer and up-to-date address and banking information.
- Reported changes to MAC using the online grant system's Note with changes to the project, contact person, address, authorizing official, releasing/returning MAC funds, and legal name of the organization.
- Nonprofit Organizations:** Be in good standing with the Missouri Secretary of State with current filings AND maintain tax-exempt status with the IRS with current Annual Returns (Form 990-N, 990EZ, or 990).

**Deadline: MAC recommends that you invoice for up to 100% as soon as you meet the above eligibility.**

Invoices may be paid 100% before the Final Report is submitted. Invoice must be submitted no later than 30 days after the project's completion or by Monday, May 23, 2022, whichever occurs first. Don't wait. The Governor has the authority to withhold state funding to balance the state budget due to less than expected revenues.

Established Institutions and Mid-Sized Arts Organizations must contact their [Program Specialist](#) for invoice schedule.

**Grant Recipient Information:** Legal Name, Contact Person, and Day Phone should match your records in the online grant system and [MissouriBUYS](#).

**Project Expenses:**

- **Line 9.** Amount should reflect expenses spent between July 1, 2021 and June 30, 2022. Do not include expenses reported in previous invoice requests.
- **Line 10.** Amount requested from the Missouri Arts Council.
- **Line 11. Match Requirement.** Cash match should at least equal the amount you are requesting for reimbursement (line 12), except Touring (40%) and Partnership (varies).

**Handwritten Signature by Authorizing Official:** After completed, print and hand-sign the Invoice. The State Accounting Department will only process invoices that have handwritten signatures. It won't accept digital signatures.

The following positions are allowed to sign the invoice. To designate an additional person or make other changes, submit a Note through the online grant system.

- 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 colleges and universities, 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 agencies, the authorizing official is the City Manager or Mayor.
- For public schools, the authorizing official is the superintendent; for private schools, the principal.

**Submit Signed Invoice:** Scan the hand-signed invoice as PDF document and email to [macgrants@ltgov.mo.gov](mailto:macgrants@ltgov.mo.gov).

**Supporting Documentation:** Keep a copy of the signed invoice along with supporting documentation for three years after the MAC-funded project's completion.

**Processing Time:** Grant recipients assume the responsibility for accurate and timely invoicing. Delays may occur if the invoice is submitted with errors, project changes have not been approved in advance, or outdated information is in the State Vendor System.

After receipt of a properly completed invoice, processing time will vary. Invoices are paid as money is available (state transfers funds quarterly). The accounting system is closed for reconciliation every month and annually. Grants supported by federal funds usually require additional time. (Check Section 10 of the Grant Agreement to determine if you receive federal dollars.) Payment is issued from the State of Missouri Office of Administration.

**Questions:** Contact your [Program Specialist](#).

**FY2022****MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT****Grant Recipient Information**

1. MAC Grant Number

2. Grants Program (drop down box)

3. Full Payment or Partial Payments

 100%     #1     #2     #3     #4

4. Legal Name of Organization

5. Contact Person

6. Day Telephone

**Project Information**

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

8. Project Location (city and state)

**Project Expenses.** Cash expenses only. All numbers must be rounded to nearest dollar.

9. How much have you spent on the MAC-funded project during this fiscal year?

10. How much reimbursement are you requesting from MAC?

11. This form will subtract Line 10 from Line 9 to calculate the **Match**.**Certification**

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. By signing this form, you attest that you are an authorized signature on record with the Missouri Arts Council.

Type Authorizing Official's Name

Type Authorizing Official's Title

**Print Invoice and Sign**

HANDWRITTEN Signature of Authorizing Official

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Date

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**FOR MAC USE ONLY:** PVS 221 P009 \_\_\_\_\_

Vendor Number + Address Indicator \_\_\_\_\_

Fund Source: State (0262) \_\_\_\_\_ Federal (0138) \_\_\_\_\_

Notes \_\_\_\_\_