

FY2023

MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT

For expenses incurred July 1, 2022 through June 30, 2023.

Invoice form must be typed.

Requirements for payment:

- Paid transportation to MAC-approved destination(s) for the 2022-2023 school year.
- Signed Grant Agreement on file with Missouri Arts Council.
- Updated registration as a [Vendor with the Office of Administration](#) with payment by Electronic Fund Transfer and up-to-date address and banking information.
- Reported changes (as needed) 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.

Invoice Policy:

- Schools must pay transportation expenses before they can request reimbursement from MAC.
- Schools must provide a copy of the transportation invoice or bill (or a copy of the check showing transportation costs) with the completed and hand-signed invoice form.
- **Schools must submit the MAC invoice no later than 30 days after the last field trip or by Monday, May 22, 2023, whichever occurs first.** Invoices may be 100% paid before the Final Report is submitted.

Completing Invoice

- All information must be complete and correct.
- Legal Name, Contact Person, and Day Phone should match your records in the online grant system.
- Numbers must match the transportation bill/invoice(s).
- **Physical Handwritten Signature by Authorizing Official:** After completing the form, print and **physically hand-sign the invoice. Digital signatures of any type will not be accepted.** The State Accounting Department will only process invoices that have been physically hand-signed.

Submitting Signed Invoice

- Scan the invoice as a PDF document and email it and a copy of the transportation invoice/bill (or a copy of the check showing the transportation costs) to macgrants@ltgov.mo.gov.
- Notify the appropriate person at your school or school district that you have submitted the invoice for reimbursement and that they should expect payment by EFT.

FYI

- **Authorizing Official Signature:** For public schools, the authorizing official is the superintendent. For private schools, the authorizing official is the principal. To designate an additional person, submit a Note through the online grant system.
- **Processing Time:** After receipt of a properly completed invoice, the 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. Payment is issued from the State of Missouri Office of Administration.

NOTE: Grant recipients assume the responsibility for accurate and timely invoicing. Delays may occur if the invoice is submitted with errors, project changes haven't been approved in advance, or outdated information is in the State Vendor System.

- **Final Report:** Due 30 days after the last field trip or by July 17, 2023, whichever occurs first.
- **Supporting Documentation:** Keep a copy of the signed invoice along with supporting documentation for three years after the MAC-funded project's completion.

Questions: Contact Jenni Ryan, Arts Education Specialist at 314-340-6857 or jenni.ryan@ltgov.mo.gov.

FY2023**MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT****Grant Recipient Information****1. Grant Number****2. Grants Program****3. Full Payment**

Big Yellow School Bus (E135)

■ 100%

4. Legal Name of Organization (This must match your records in the online grant system.)**5. Contact Person****6. Day Telephone****Project Information****7. Title of Funded Project**

2022-2023 Big Yellow School Bus Program

8. Project Location. What was the field trip destination(s)? Include venue name(s), city, and state. All field trips must be in Missouri.**Project Expenses.** Cash expenses only.**9. How much have you spent on transportation to MAC-approved destinations during 2022-2023 school year?** This number should match the transportation bill(s).**10. How much reimbursement are you requesting from MAC?** The maximum request is \$300.**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****PHYSICAL HANDWRITTEN Signature of Authorizing Official**

(Digital signatures of any type will not be accepted)

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Date

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Submit Invoice: Scan the physically hand-signed invoice as a PDF document and email it and a copy of the transportation invoice or bill (or a copy of the check showing the transportation costs) to macgrants@ltgov.mo.gov.

FOR MAC USE ONLY: PVS 221 P009 _____

Vendor Number + Address Indicator _____

Fund Source: State (0262) _____

Notes _____