

FY2023

MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT

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

Invoice form must be typed.

What you need to do for payment:

- NEW:** Have a [SAM-UEI](#) (or Unique Entity ID; 12-digit alpha-numeric number issued for free by SAM.gov).
- Spent the money during this fiscal year (July 1, 2022 – June 30, 2023) 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, 990, and 990-PF).

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 22, 2023**, 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 during this fiscal year (July 1, 2022 – June 30, 2023). Do not include expenses reported in previous invoice requests.
- **Line 10.** Amount requested for reimbursement from the Missouri Arts Council.
- **Line 11. Match Requirement.** Cash match should at least equal the amount you are requesting (line 10), except Touring (40%) and Partnership (varies). Enter the correct number if the calculation function is not working properly.

Physical Handwritten Signature by Authorizing Official: After completed, 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.

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.

- For nonprofit organizations, the authorizing official may be the Executive Director, Chief Executive Officer, or Board Officer (such as president and treasurer). 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 it to 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, 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. 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](#).

FY2023**MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT****Grant Recipient Information****1. Grant Number****2. Grants Program (drop down box)****3. Full Payment or Partial Payments**100% #1 #2 #3 #4**4. Legal Name of Organization** (This must match your legal name with IRS and Missouri Secretary of State's Office)**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.**
Enter the correct number if the calculation function isn't working properly.**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)**Date**

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Submit Invoice: Scan the physically hand-signed invoice as PDF document and email it to macgrants@ltgov.mo.gov.**FOR MAC USE ONLY:** PVS 221 P009 _____

Vendor Number + Address Indicator _____

Fund Source: State (0262) _____ Federal (0138) _____

Notes _____