

MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT

Invoice has changed for FY2017.

What you need to do for payment:

- Incurred the expenses for the approved MAC-funded project between July 1, 2016 and June 30, 2017.
- Spent the matching funds. Most MAC awards must be matched on a one-to-one basis with cash.
- Signed Grant Agreement is on file with MAC.
- If awarded over \$5,000, E-Verify documentation is also on file.
- Be Registered as a Vendor with the State of Missouri Office of Administration.
- Completed Vendor Input form if there are address or banking changes.
- Submit Grant Change Request if there are contact, address, program or authorizing official changes.

New Policy: You may invoice for up to 100% when you have spent the MAC funds AND matching amount. Invoices may be fully paid before the Final Report is submitted. Ten percent will not be withheld.

Deadline: Submit a complete and accurate invoice as soon as the organization is eligible.

Final Report: Due 30 days after the project ending date (shown on the Interim Report or approved by Grant Change Request) or by July 17, 2017, whichever occurs first.

Established Institutions and Mid-Sized Arts Organizations should contact their program specialist for deadlines and details.

Note: If you are not receiving an electronic fund transfer (EFT), the name and address below will be used to mail a check.

1. MAC Grant Number	2. Legal of Organization.
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3. Contact Person	4. Day Telephone
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5. Mailing Address

6. City	State MO	Zip (9-digit)
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Project Information

7. Title of Funded Project from third paragraph of Grant Agreement. Touring grant recipients should provide the performing artist's name.

8. Project Location (city and state)

Payment Period
9. Provide the payment period dates you spent the funds you are requesting for reimbursement: month(s), day(s), year(s). These dates should not duplicate or overlap previous invoices.

Project Expenses

10. How much have you spent on this project during the payment period above?	
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11. How much reimbursement are you requesting from MAC for the payment period above?	
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12. How much did you spend to match MAC funding? (line 10 minus line 11)	
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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 →

Invoice:

Sign the invoice, scan as PDF document, and email to: macgrants@ded.mo.gov

If you don't have access to a scanner, fax the signed invoice to 314-340-7215 or postal mail the original to Missouri Arts Council, 815 Olive St., Ste. 16, St. Louis, MO 63101-1503:

Keep a copy of the invoice for your records.

Processing Time: After receipt of properly completed invoice, processing time will vary depending on when the invoice is received by MAC. Payment is issued from the State of Missouri Office of Administration. Grants supported by federal funds may require additional time. Check Section 10 of the Grant Agreement to determine if you receive federal dollars. 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.

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