

**FY2025**

**MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT**

**For expenses spent July 1, 2024 through June 30, 2025.**

**Deadline:**

Submit your invoice as soon as the school has paid for the transportation to the MAC-approved destination(s), no later than June 23, 2025. No need to wait until the Final Report is completed. The state may withhold funding to balance the state budget if needed.

**How to get paid:**

1. Complete all fields. Numbers must match transportation bill/invoice(s).
2. Print and authorizing official hand sign. No digital signatures on invoices.
3. Scan MAC invoice as PDF document
4. Scan the **paid** transportation invoice or bill (or a copy of the check showing transportation costs)
5. Email to [MACGRANTS@LTGOV.MO.GOV](mailto:MACGRANTS@LTGOV.MO.GOV)

**Report changes to the project if necessary:**

- Project changes
- Contact person or address
- Authorizing official
- Releasing/returning MAC funds
- Banking information
- Legal name of organization

Keep a copy of the signed invoice along with supporting documentation for four (4) years.

**Authorizing Official Signature:**

For public schools, the authorizing official is the superintendent. For private schools, the authorizing official is the principal. Submit a Note through the online grant system to designate an additional person.

**After submitting signed Invoice:**

Notify the appropriate person at your school or school district that you have submitted the invoice for reimbursement. Payment will be made by EFT.

**When may we expect payment?**

Processing time varies. MAC pays invoices when funds are available. Grants using federal funds take more time.

The following will add time to the process:

- Invoice is submitted with errors
- Project changes were not approved in advance
- State Vendor System has outdated information

**Questions:** Contact Jenni Ryan, Arts Education Specialist at 314-340-6857 or [jenni.ryan@ltgov.mo.gov](mailto:jenni.ryan@ltgov.mo.gov)

# FY2025 MISSOURI ARTS COUNCIL INVOICE FOR REIMBURSEMENT

## Grant Recipient Information

1. Grant Number	2. Grants Program Big Yellow School Bus (E135)	3. Full Payment ■ 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 2024-2025 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 2024-2025 school year? This number should match the transportation bill(s).	
10. How much reimbursement are you requesting from MAC? The maximum request is \$500.	

## 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 four (4) 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
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## 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 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](mailto:MACGRANTS@LTGOV.MO.GOV).

<b>FOR MAC USE ONLY:</b> PVS 221 P009 _____	
Vendor Number + Address Indicator _____	
Fund Source: State (0262) _____	Notes _____