

APPENDIX C

Payment Documentation

1. Invoice

The invoice must include these components:

- Unique invoice number
- Federal tax ID number
- Labeled as *Original Invoice, not previously reimbursed*
- School ID, school name, complete mailing address, email address
- School official's signature and date

2. Summary

MSDE will use the completed Request for Assistance of Allowable Expenses table from Part D, item 4.

3. Expenditures

Use the included excel file – Appendix C-2 – Expenditure Documentation to provide the supporting documentation for the allowable expenses in the table from Part D, item 4. At the top of the file, include the school ID and the School name.

For each category included in Request for Reimbursement table in Part D, item 4 of the EANS Program Certification, include the following:

- In column A, select the category from the drop down menu
- In column B, list the items purchased.
- In column C, include the date of the purchase
- In column D, include the date the items were received
- In column E, include the date of the payment
- In column F, include the amount of the payment
- In column G, include the page number for the paid invoice