

HOME	FY14 INVOICES	FY13 INVOICES	FY12 INVOICES	FY11 INVOICES	LOG OUT				
Pine RSU FY2014 Federal Grant Reimbursement Invoice Menu									
Adult Education - State Grant Program - 13-05A-6296-64-6306-6296AFG4									
Invoice #	Date	Billing Period	Submitted	Approved DOE	Processed DAFS	Amount	Balance	Action	
1	06/27/2013	05/06/2013 to 05/28/2013	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$25,000.00	\$100,000.00	Open	
2	00/00/0000	06/01/2013 to 06/26/2013	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$30,000.00	\$70,000.00	Open	Delete

The **Invoice #** column automatically enters a number for the invoice. The date the invoice was submitted is listed under the **Date** header. The From and To billing dates are listed under the **Billing Period** header. The radio buttons under the next three columns will darken as the invoice is a) Submitted, b) Approved by MDOE, and c) Approved by the Department of Administrative and Financial Services (DAFS). The amount of the invoice is shown under the header **Amount**, and the balance remaining to be invoiced is shown under the **Balance** header.

You can open or delete an invoice by clicking on the corresponding button.

File Upload You may be required to document your compliance with federal regulations by uploading a PDF file. If so, you will see the following at the bottom of your invoice:

You are required to document your compliance with federal regulations by attaching a PDF file to this invoice. Provide appropriate documentation* for each budget category for which reimbursement is being requested. You will not be able to submit this invoice until a PDF file documenting your compliance has been uploaded

[*GUIDANCE](#)

Upload PDF & Attach to Invoice

File: Browse

Click the **GUIDANCE** link for examples of supporting documentation to provide, or see the information below:

Guidance for uploading supporting documentation

This request for reimbursement has been selected for review. Please submit supporting documentation to prove the expenditure(s) is allowable under EDGAR §80.22, §80.23, OMB Circular A-87, and all other applicable State and Federal rules, laws, and regulations.

The following are examples of supporting documentation to provide:

- Salaries & Benefits: payroll register, time and effort
- Purchased Services/Contracts: contract
- Travel: detailed travel voucher to include mileage, lodging, meals, purpose, dates, etc. and all applicable receipts (please provide all)
- Supplies/Books: invoice and purchase order
- Equipment: invoice and purchase order
- Capital Equipment: invoice and purchase order

If there are any questions about what supporting documentation should be provided please contact the grant management staff for assistance.

Your documentation must be in a [PDF file format](#).

To create a PDF file:

If your documents are hard copies (paper copies), you will need to scan them to turn them into electronic files (files on your computer). Using your scanner or printer/scanner, scan your document. Be sure to select PDF as the output using your scanner/printer software.

If your document is already an electronic file (a file on your computer), you can copy and paste or insert it into a blank Microsoft Office document, such as Word or Excel. From there you can save your document as a PDF file by going to Save As, then choosing PDF.

To combine several PDF files into one PDF file:

There is software available to combine PDF files such as Adobe Acrobat. But, if you do not have the software available there are a few options. You could scan all of your documents as a group. Be sure to indicate that you would like the pages combined into one PDF using your scanner/printer software. Another option would be to combine your documents into one Microsoft Word file using copy and paste or insert and save it as a PDF as in the directions above.

To upload a PDF:

1. Click the **Browse** button to navigate to the document on your computer
2. Click the **Upload File** button
3. **The document must be a PDF file**
4. The document will be renamed automatically
5. To delete a document and start over click the **DELETE** button
6. Click on the document name to view the file