

# Invoice Application



# Certificate of Insurance and Fidelity Bond BOOST Grantee Training

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**Program Status**

District Name : New American Pathways, Inc.  
Fiscal Year : 2022

Programs | Planning | Prayer Certification | **Attachments** | Audit Trail | GEPA

**Federal Grants**

Program	Applied As	Budget Status
ESSER III-ARP BOOST Grant	Single District	Approved
	Single District	New

- Please ensure that the COI and fidelity bond is up to date prior to submitting the invoices for approval
- Select “Attachments”
- Use the drop-down menu to select “General”
- Subgrantee will be able to upload the COI and fidelity bond

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**Attachments**

District Name : New American Pathways, Inc. District Code : 11410  
Fiscal Year : 2022

Programs | Planning | Prayer Certification | **Attachments** | Audit Trail | GEPA

Group : Grant Award Notices ←

Description :

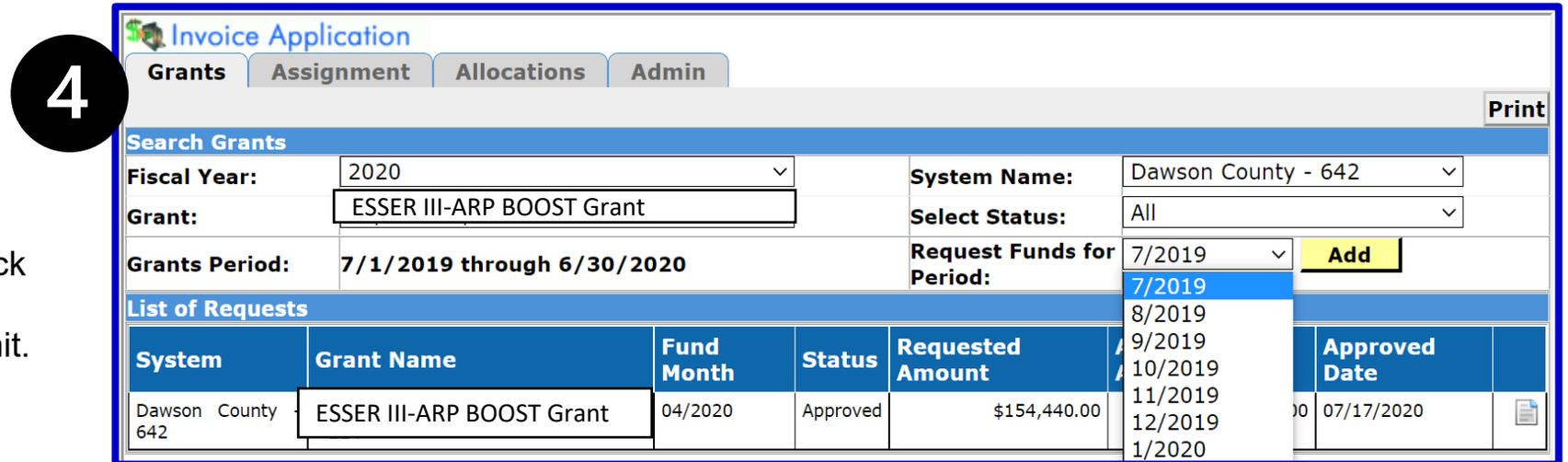
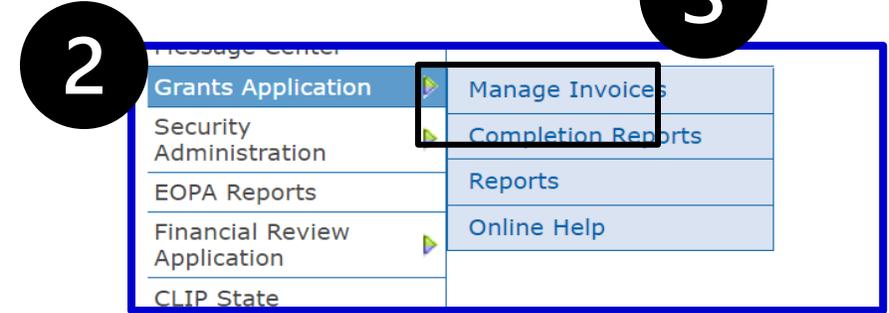
Upload File : Choose File No file chosen Upload

Item#	Uploaded File	Created Date	Group
1	FY22 Title IV Part B Grant Award Notice - New American Pathways, Inc. - Bright Futures Afterschool and Summer Program.pdf	8/6/2021 11:52:02 AM	Grant Awa
2	New American Pathways Inc - GAN BOOST Community Grant Award Notice.pdf	2/1/2022 2:38:11 PM	Grant Awa

\*Please ensure the subgrantee has uploaded proof of the active liability insurance coverage **before** submitting invoices for formal approval in the Con App

# Invoice Application Process

1. Log into the portal.
2. Select Grants Application
3. Select Manage Invoices
4. Select the Fiscal Year (2022)
5. Select the appropriate grant
6. Select the fund month that you are processing and click add
7. Input the invoice information and click add
8. Add all required invoices and attachments to list
9. Once all invoices are updated, click send to submitter
10. Then go to "submit invoices". Click on the paper
11. Open the request and click submit.
12. The request goes to Program Manager for approval.



# Invoice Application Process

**Invoice Application**

Grants | **Invoice** | Assignment | Audit Trail | Allocations | Admin

Print All | Submit | Load Data | Print

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**Grant Details**

<b>Status:</b> New Payment Request	<b>State Project Number:</b> 100
<b>Fiscal Year:</b> 2021	<b>LEA Fund Code:</b> 100
<b>System:</b> Dawson County - 642	<b>LEA Program Code:</b> 2411
<b>Grant:</b> Pupil Transportation - State Bonds - 224	<b>Approved Budget:</b> \$154,440.00
<b>Grant Period:</b> July - 2020 to December - 2023	<b>Funds Received:</b> \$0.00
<b>Request of Fund for Period:</b> November - 2021	<b>Available Budget:</b> \$154,440.00
<b>Local ID:</b> <input type="text"/> <input type="button" value="Save"/>	<b>Bond Series:</b> <input type="text"/>

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**Invoice Entry**

<b>Invoice Number:</b> <input type="text"/>	<b>Vendor Name:</b> <input type="text"/>	<b>Date Item Received:</b> <input type="text"/>
<b>Invoice Amount:</b> <input type="text" value="0"/>	<b>Paid From other Sources:</b> <input type="text" value="0"/>	<b>Amount to be Reimbursed:</b> <input type="text" value="0"/>
<b>Function Code:</b> <input type="text"/>	<b>Object Code:</b> <input type="text"/>	<b>Fiscal Year:</b> <input type="text"/>

**Comments:**

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**Invoice List** Total Amount Requested \$0.0

# Invoice Application Process

Invoice Status:	Status Explanation:
<b>ALL</b>	List of all invoice requests
<b>New Payment Request</b>	A new payment request has been initiated
<b>Ready for Submission by Submitter</b>	Submitter would need to submit invoice request
<b>Ready for Review by Program Manager</b>	GaDOE Program Manager will review the invoice submission within 5 business days
<b>Ready for Approval</b>	Invoice submission is waiting to be approved by Grants Accounting
<b>Approved</b>	Invoice submission has been approved
<b>Requested Revision</b>	Check the audit trail tab for details of the revision request

# Sample Documentation

██████████

CARES budget  
2019-2021 85%

\$ 96,756.00 \$ 77,405

Funds must be expended by 9/30/2020

Title	Cost Center	Total	Actual Expenditure Drawdown (9/17/2020)	Actual Expenditure Drawdown (12/14/2020)	Actual Expenditure Drawdown 1/14/2021	Remaining Balance
Salaries - to cover furlough days	1000-110	\$ 42,000.00		\$ 29,383.60	\$ 5,876.72	\$ 6,739.68
TRS - for furlough days	1000-230	\$ 8,005.00		\$ 5,600.51	\$ 1,120.10	\$ 1,284.38
Cleaning & Sanitizing building	2600-300	\$ 29,021.00	\$ 4,750.00			\$ 24,271.00
PPE Supplies	2600-610	\$ 17,730.00	\$ 4,000.76		\$ 1,484.00	\$ 12,245.24
						\$ -
						\$ -
<b>Total Allocation</b>		\$ <b>96,756.00</b>	\$ 8,750.76	\$ 34,984.11	\$ 8,480.82	\$ 44,540.30 53.97%

Percentage drawdown 0.999563659 *Jan*

If recipients are only uploading detailed expenditure reports that fully align to the drawdown request, the recipient will need to sign off on the report with the following statement:

*By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award.*

**GRAINGER** PAGE 1 OF 1 **INVOICE**

5300 FRONTAGE ROAD  
FOREST PARK, GA 30297-2516  
www.grainger.com

SHIP TO ██████████

BILL TO ██████████

Pay invoices online at:  
[www.grainger.com/invoicing](http://www.grainger.com/invoicing)  
Sign up for paperless invoicing at:  
[www.grainger.com/paperlessinvoicing](http://www.grainger.com/paperlessinvoicing)

THANK YOU! FEI NUMBER 36-1150280  
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4643

PO LINE #	ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	40KJ68	HAND SANITIZER DISPENSER, WHITE, 1200ML MANUFACTURER # 3141-0071 Delivery #: 6493335228 Date: 12/21/2020 Carrier: UPS GROUND No of Pkgs: 1 Wt: 26.800 Tr #: 12162471010369443233 SHIPPED FROM: DC MINOOKA 005 701 GRAINGER WAY, MINOOKA, IL 60447-9998	8	15.00	120.00

THIS PURCHASE IS GOVERNED EXCLUSIVELY BY GRAINGER'S TERMS OF SALE, INCLUDING: (i) DISPUTE RESOLUTION REMEDIES, AND (ii) CERTAIN WARRANTY AND DAMAGES LIMITATIONS AND DISCLAIMERS IN EFFECT AT THE TIME OF THE ORDER, WHICH ARE INCORPORATED BY REFERENCE HEREIN. GRAINGER'S TERMS OF SALE ARE AVAILABLE AT [WWW.GRAINGER.COM](http://WWW.GRAINGER.COM). PRODUCT RETURN INSTRUCTIONS ARE AVAILABLE AT [WWW.GRAINGER.COM/RETURNS](http://WWW.GRAINGER.COM/RETURNS).

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INVOICE SUB TOTAL 120.00  
SHIPPING 5.71  
TAX 9.74  
CR. CARD OR CASH RECEIVED 135.45

NO PAYMENT DUE - PAYMENT TERMS MasterCard .THIS INVOICE FOR YOUR RECORDS. AMOUNT DUE \$0.00

▲ NO PAYMENT DUE - THIS INVOICE FOR YOUR RECORDS ▲

# Helpful Tips: Reimbursement Request Processing in GaDOE Invoice Application

## Contractors

(any non-employee service providers such as enrichment contractors, external evaluators, professional development trainers, consultants)

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment
4. For professional development services: workshop agenda
5. For parent involvement activities: workshop agenda

## Field Trip Admission Fees

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment

## Utilities

1. Utility bill
2. Program Director's signed approval on the invoice/bill
3. Proof of payment text

## Student Transportation

1. Invoice from Transportation Department/ Transportation service provider
2. Program Director's signed approval on the invoice
3. Proof of payment

# Helpful Tips: Reimbursement Request Processing in GaDOE Invoice Application

## National Criminal Background Check (NCBC)

1. Invoice
2. List of persons covered by the NCBC (indicated on the invoice, for example)
3. Program Director's signed approval on the invoice
4. Proof of payment

## Travel Expense

(e.g. for regular commuting, professional development)

1. Travel Expense Statement and expense receipts, if applicable
2. For professional development and non-routine travel: workshop, conference, or meeting agenda
3. Program Director's signed approval on the Travel Expense Statement and invoices (e.g. receipts, bills, airline ticketing invoice)
4. Proof of payment

## Indirect Cost

1. General ledger/expense statement that serves as the basis of the indirect cost with annotation indicating how the cost was calculated
2. Journal Entry/General Ledger that demonstrates that the indirect cost has been charged to the BOOST grant subledger

# Helpful Tips: Reimbursement Request Processing in GaDOE Invoice Application

## Fidelity Bond and General Liability Insurance

1. Invoice
2. Program Director's signed approval on the invoice
3. Proof of payment

## Salary and Benefits

1. Payroll system generated report or spreadsheet (if payroll system generated report is unavailable)
2. Electronic payment/checks (ADP) register
3. Cancelled checks, if requested by GaDOE

## Purchase of goods and other expenses not categorized above

1. Purchase order
2. Invoice
3. Program Director's signed approval on the invoice
4. Proof of payment

# Drawdown of Funds

- Recipients that participate in Federal Programs with the Georgia Department of Education (GaDOE) will draw down Federal funds on a reimbursement basis for all allowable expenditures incurred in their respective participating Federal Program(s). An incurred expenditure will be defined as an expenditure for goods and/or services that the recipient has received, even if no payment was made. This will include goods and services received such as salaries, consumed utilities, rent, and supplies.
- It is the procedure in Grants Accounting, due to system limitations in the Grants Accounting Online Reporting System (GAORS), that recipients **are limited to one drawdown each month** (15 payments for federal grants) during the grant period. The cut off for monthly drawdowns will be each Thursday at 3 PM, with funds disbursed to the recipients the subsequent Thursday.