

Step 3: Invoice Application



*Offering a holistic education to **each and every child** in our state.*



Invoice Application Process

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

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System	Grant Name	Fund Month	Status	Requested Amount	Approved Date
Dawson County - 642	Pupil Transportation - State Bonds - 15 - 224	04/2020	Approved	\$154,440.00	07/17/2020

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	
						\$ -	
						\$ -	
Total Allocation		\$ 96,756.00	\$ 8,750.76	\$ 34,984.11	\$ 8,480.82	\$ 44,540.30	53.97%

Percentage drawdown 0.330563550 *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

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

SHIP TO [REDACTED]

BILL TO [REDACTED]

Pay invoices online at:
www.grainger.com/invoicing
Sign up for paperless invoicing at:
www.grainger.com/paperlessinvoicing

THANK YOU! FEI NUMBER 36-1150286
FOR QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 1-800-472-4643

PO LINE #	ITEM #	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
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 Pkg #: 12Y6247W0369443233 SHIPPED FROM: DC MINOOKA 005 11 GRAINGER WAY MINOOKA IL 60447-9998	8	15.00	120.00

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

Invoice Application Process

Invoice Application

Grants **Invoice** Assignment Audit Trail Allocations Admin

Print All | Submit | Load Data | Print

Grant Details

Status: New Payment Request	State Project Number: 100
Fiscal Year: 2026	LEA Fund Code: 100
System: Dawson County - 642	LEA Program Code: 2411
Grant: Pupil Transportation - State Bonds - 224	Approved Budget: \$154,440.00
Grant Period: July - 2020 to December - 2023	Funds Received: \$0.00
Request of Fund for Period: November - 2021	Available Budget: \$154,440.00
Local ID: <input type="text"/> <input type="button" value="Save"/>	Bond Series: <input type="text"/>

Invoice Entry

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

Comments:

Invoice List Total Amount Requested \$0.0

Drawdown of Funds

- Recipients participating in the BOOST Grant with GaDOE will draw down funds according to the invoice schedule outlined in the RFP for all allowable expenditures incurred in their respective participating program(s). An expenditure incurred will be defined as an expenditure on 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.

Drawdown Dates	Drawdown Amount	Expense Months
October 31, 2025	25%	October – December
December 31, 2025	50%	November – February
February 28, 2026	75% -Summer Only 50%	January – April
May 31, 2026	100%	March – July

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 the 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 an 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

Proposed Expenses

1. Proposed narrative of expenses. Reviewed and approved by GSAN.

Capital Expenses (\$5,000 or more)

1. Requires prior approval, e.g., large technology purchase or vehicle. (Only for single item cost of \$5,000 or more.)

Salary and Benefits

1. Payroll system-generated report or spreadsheet (if the 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