

## Check List for Procedures

If your Finance Office is preparing your invoices and collecting your receipts, please make sure they get a copy of this checklist.

<b>1. You have received your Grant Award Letter and Package</b>			
Completed	Action	Timing	Instructions
	Sign & Return Grant Award Letter ASAP	Immediately	All of these forms should be returned together to: Cindy Etgen Maryland Department of Natural Resources 580 Taylor Avenue Tawes Bldg E-2 Annapolis, MD 21401
	Sign & Return P.O. Acknowledgement Form, if applicable. ASAP. Some grants are not assigned a P.O. number	Immediately	
	Prepare 1 <sup>st</sup> invoice.	As soon as necessary	Invoice #1 must contain ALL information noted on the SAMPLE INVOICE in your package. Ensure school finance person has all instructions if they are preparing your Invoice. You may invoice us for 75% of your grant award after you receive your package and return your signed Grant Award letter.
<b>2. You have started making purchases with your grant funds.</b>			
	Receipts		<p>You must retain all receipts for any purchases approved on your grant. <u>Copies</u> of these must be turned in with your <b>final invoice (Invoice #2)</b>. Please hold on to your receipt originals and grant paperwork for three years.</p> <ol style="list-style-type: none"> <li>1. <u>Please use your tax exempt number</u>; we <b>cannot</b> reimburse for incurred taxes.</li> <li>2. Your receipt totals should equal the amount of Invoice #1 and #2 combined; however up to 10% over of grant total is allowable.</li> <li>3. Please make sure that ALL receipt copies are <b>legible. Receipts only, with applicable amount highlighted.</b> <u>Include a running tape of receipt amounts and final total being invoiced</u> (again this must equal the totals of both your Invoices--#1 and #2). <b>Receipts must be within the dates of your grant term or they will not be eligible.</b></li> </ol> <p><b>If you know you are not going to spend your total grant award</b>, please notify us <i>as soon as possible</i>; it will free up funds for other schools. <b>In the event you do not spend funds you have already invoiced for</b>, your school will need to reimburse DNR.</p>
	Final Report		<ol style="list-style-type: none"> <li>4. Your Final Report should be no longer than one page and should include what went well with your project, what you might change, and what you think your students got out of the project. Please include any Student Service Learning hours and number of parents and other teachers involved. Pictures and</li> </ol>

			newspaper articles about your project are always greatly appreciated!
	Demographic Form		Please complete this form. Any Race/Cultural information on this form should be "Eyeballed" and not asked of the students.
	<b>DEADLINES</b>		All final invoices, final reports, and demographic forms must be submitted to Cindy Etgen <b>within 15 days of the grant end of term or by the third week of June.</b> Failure to finalize your grant with this required information may result in nonpayment of expenditures to your school, and you may be required to pay back funds received from your first invoice.