

## Key List of Grant Terms

**Service Purchase Order Acknowledgement Form:** This is the form that is signed by your Principal acknowledging the terms of work, grant amount, title. Keep one copy for your file.

**Service Purchase Order Number:** This is your grant unique identifier number. It begins with KOOP and can be found in your grant award letter and on your Services Purchase Order.

**Federal Identification Number:** This is your school's "Social Security Number"; it is not your tax exempt number. This number is nine (9) digits long.

**Term of Work:** This is your grant period. Your project must end by May 31<sup>st</sup>, 2014 or earlier. All final paperwork is due to the Department of Natural Resources no later than 15 days beyond your term of work. Not completing final paperwork may result in your school not being reimbursed for final expenses or your grant being terminated.

**Invoice:** This is what you use to bill the Department of Natural Resources for expenses approved in your grant. Failure to include everything on the enclosed sample INVOICE will result in delay in payment to your school.

**Receipts:** All receipts must be retained for approved purchases on your grant for your project. Copies of these receipts must be turned in with Invoices. Please see **Check List for Procedures** in regard to receipts.

**Final Invoice:** This is the final billing from your school for all grant approved purchases. Please follow the **Sample Invoice** format.

**Demographic Form:** This form is included in your grant package and helps us to track information for our federal report. Please do not ask participants their nationality, but just "eyeball" those participating.

**When in doubt, contact:**

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