**Maine Department of Education**

Coronavirus Relief Fund (CRF)

Day Programming Invoice Document Instructions

(updated 10/10/2020)

When submitting invoices, each invoice must be numbered starting with CFRDP (see step 12 below). Back-up documentation (e.g. receipts, contracts) for the invoice must be provided electronically and need to include coding at the top of each document indicating the budget category (A-G) and account number (from each column). **For example:** backup documentation for contracted services under “staffing” submitted with your first invoice would be coded “CRFDP B 3000-5000”. **When saving the invoices label them as such and include your system identifier – RSU #, Name, SAD#, CSD#.**

1. **SAU / Agency Name** – Enter the name of the School Administrative Unit or other agency that is apply for CRF
2. **Billing Name** – Enter the legal name entered on the SAU / Agency vendor form filed with the Department of Administrative Financial Services
3. **Address** – Enter the address as it appears on the SAU / Agency vendor form
4. **City, State, Zip** – Enter the City, State, Zip as it appears on the SAU / Agency vendor form
5. **Name of Project** – Prefilled by Maine Department of Education
6. **SAU / Agency Contact** – Enter the name of the individual at the SAU / Agency who will be lead for CRF
7. **Phone Number** – Enter the phone for the SAU / Agency Contact
8. **Vendor Code #** - Enter the vendor code for the SAU / Agency from Department of Administrative Financial Services
9. **GASA –** Enter the Federal Award Identification number provided in your Grant Award Notice (GAN).
10. **Accounting Number** – Prefilled by Maine Department of Education
11. **CFDA #** – Prefilled by Maine Department of Education
12. **Invoice #** - All invoices should start with CRFDP, then numbered starting with 001. The first invoice number should be CRFDP001.
13. **Total Grant Amount** – Enter the amount of your request, up to the total amount of the allocation provided by Maine Department of Education.
14. **Agreement Start Date** - Prefilled by Maine Department of Education
15. **Agreement End Date** - Prefilled by Maine Department of Education
16. **Fund** - Prefilled by Maine Department of Education
17. **Revenue** - Prefilled by Maine Department of Education
18. **Billing Begin Date** – Enter the beginning of the date range for the current invoice

\*Invoices cannot cross fiscal years.

1. **Billing End Date** – Enter the ending of the date range for the current invoice

\*Invoices cannot cross fiscal years.

1. **Filling out the Invoice for the first invoice**
	1. **Category budget –** The budgeted amount will carry over from the budget tab for each category
	2. **Previous Invoiced Amount** – Leave blank for the first invoice
	3. **Funds Invoiced -** Enter the amount to be invoiced for each budget category under each type of expense (salary/benefit, contracted services, supplies, equipment, all other)
	4. **Total Amount Invoiced –** Total Amount invoiced will populate based on the budgeted amount and the amount that has been invoiced
		1. The total amount invoiced for a budget category cannot exceed the budget for that category.
2. **Filling out the Invoice for the subsequent invoices**
	1. **Category budget –** The budgeted amount will carry over from the budget tab for each category
	2. **Previous Invoiced Amount** – Enter the Total Amount Invoiced from the previous invoice
	3. **Funds Invoiced -** Enter the amount to be invoiced for each budget category under each type of expense (salary/benefit, contracted services, supplies, equipment, all other)
	4. **Total Amount Invoiced –** Total Amount invoiced will populate based on the budgeted amount and the amount that has been invoiced
		1. The total amount invoiced for a budget category cannot exceed the budget for that category.
3. **Additional Notes** - Enter any additional information, as needed, in the additional notes section