**Preparing Invoice and Supporting Documents for ESSER I / ESSER II grant**

1. GEM Systems will be utilized for the reimbursement process. Please go to - [www.4pcamaine.org](http://www.4pcamaine.org)
2. Select the link for “Federal Grant Reimbursement System”



1. From federal grant reimbursement menu, select the invoice for ESSER I / ESSER II



1. Fill out the Billing period. The billing period on the invoices can be monthly or up to three months but cannot overlap fiscal years.
2. Select Reimbursement as the type of funds requested.



1. Fill out the funds invoiced per budget category.
2. Provide all the required documentation for the invoice. These need to be attached by uploading the .pdf files in GEM system.



**Required Documentation -**

Each invoice submission should include:

1. **Trial Balance** –
	1. A detailed trial balance
	2. Trial balance period must match period being invoiced
2. It would be very helpful if, in addition to the Trial Balance, you provide a list of invoices by Category and type i.e. Student Supports-7300, Staff Support-3000, etc.

**Following are important information to prepare your submittal-**

1. ESSER I and ESSER II are reimbursement grant which means you can only request for reimbursement once the expenses are incurred.
2. Sales tax is not an allowable expense for federal grants and should not be submitted for reimbursement.
3. For each category of expenses submitted, ensure there is a budget amount in that category. Expenses cannot be submitted in categories that do not have an associated budget.