**Preparing the CRF Invoice and Supporting Documents**

**Link:** [**https://www.maine.gov/doe/covid-19/caresact**](https://www.maine.gov/doe/covid-19/caresact)

Here you will find the CRF budget - invoice template and the CRF Frequently Asked Questions (FAQ).

Following is some information that may be helpful as you prepare your submittal.

Some general items for the template itself:

1. Let your CRF contact person know if you need your Vendor Code or your GASA#. We can provide them.
2. The grant invoice number is CRF1001 for your first submittal, then CRF1002 and so on. You must submit the excel invoice, not a pdf copy of the invoice.
3. Ensure the accounting number is 022-05A-7010-60-6306-7010CRVF-F2021.
4. On the template there is a “pinkish” row near the top for the billing period. Please fill in the cell for both the beginning date and the ending date of the invoices associated with reimbursement request.
5. Ensure your invoice reflects the most recent approved budget by category, and that all totals are calculated correctly.
6. 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.
7. Ensure back-up documentation for each expense is scanned together. Scan items for a category and the type of expense together as much as possible.

Each invoice submission should include:

1. **Affirmation of Allowability** – signed by Business Manager (see suggested language below)

*AFFIRMATION OF ALLOWABILITY*

*CRF Invoice #1001 (or 1002, 1003, etc.)*

*I certify, to the best of my knowledge, all expenses included in this request for reimbursement are for allowable CRF expenses associated with COVID 19 and were not previously budgeted for.*

*Dated:*

*Signature:*

*Typed Name:*

1. **Trial Balance** –
	1. Trial balance period must match period being invoiced
	2. Trial balance with CRF 1 funds only
2. **General Journal Register (optional)**
	1. If trial balance includes general journals include the general journal register for the same period
	2. If journals from other CARES Act funding sources are included, include detailed trial balance for the period of the invoiced funds
3. **Excel list of invoices**
	1. Each invoice submitted to the department should include an excel workbook with a list of the receipts being included in the invoice. The receipts and other associated back-up documentation should be uploaded in the same order as they are listed in the excel workbook. The list should have the following columns:
		1. Description of the cost
		2. Category of cost (matches the code on the receipt)
		3. Trial balance coding
		4. Amount
4. **Supporting documentation** –Acceptable documentation includes:
	1. **Salaries & benefits**
		1. **Time & Effort samples** – provide one sample of each type, as well as an explanation for salaried positions. Please know that the Superintendent should have a written agreement with a new salaried position clarifying responsibilities, work schedule, and the elimination of CRF funds on 12/30/20.
		2. **Categories of Time & Effort**
			1. Modified Stipend Time & Effort (sample from employee listed on trial balance)
			2. Personnel Activity Report (sample from employee listed on trial balance)
			3. Semi-Annual Certification (sample, which may include employee listed on trial balance, if available)
	2. **Contracted Services**
		1. Copy of the contract
		2. Invoice
		3. Paid Receipt
			1. Please note that all supporting documentation must reflect services or purchase dates between March 1, 2020 and December 30, 2020.
			2. Sales tax is not an allowable CRF expense and should not be submitted for reimbursement.
		4. Purchase Order (optional)
	3. **Supplies**
		1. Invoice
		2. Paid Receipt
			1. Please note that all supporting documentation must reflect services or purchase dates between March 1, 2020 and December 30, 2020.
			2. Sales tax is not an allowable CRF expense and should not be submitted for reimbursement.
		3. Purchase Order (optional)
	4. **Equipment**
		1. Invoice
		2. Paid Receipt
			1. Please note that all supporting documentation must reflect services or purchase dates between March 1, 2020 and December 30, 2020.
			2. Sales tax is not an allowable CRF expense and should not be submitted for reimbursement.
		3. Purchase Order (optional)
	5. **Other Expenses**
		1. Invoice
		2. Paid Receipt
			1. Please note that all supporting documentation must reflect services or purchase dates between March 1, 2020 and December 30, 2020.
			2. Sales tax is not an allowable CRF expense and should not be submitted for reimbursement.
		3. Purchase Order (optional)