**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.

1. 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 invoice number is CRF1001 for your first submittal, then CRF1002 and so on.
	3. 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.
2. Remember for each submittal the Business Manager needs to fill out, sign and include an Affirmation of Allowability (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. Include a detailed Trial Balance
2. Only POs and Invoices are needed, no checks.
3. Write the Category and the Account on each invoice or PO; i.e. G-7000 means that the item is charged to Category G – Technology and 7000 indicates that it is Equipment.
4. It would be very helpful if, in addition to the Trial Balance, you provide a list of invoices by category i.e. B 3000, C6000, G7000.
5. In addition, please provide a sampling of each type Time and Effort reports (i.e. 1 of each type) and for salaried positions some explanation. 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.