



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 COMMUNITY EDUCATION/SERVICE-LEARNING
 Service-Learning Program

MINI-GRANT INVOICE

Vendor Name			Mini-Grant Year	
County/District Code Number		Phone Number	Ext.	Fax Number
Teacher Responsible		Title/Position		
Street Address				
City		State		Zip Code
Student Responsible		Project Name		

DESCRIPTION OF SERVICES

Instructions:

1. For each invoice period, complete form even if grant monies have not been spent.
2. All figures must be rounded to the nearest dollar. Make certain all figures and calculations are correct. Receipts/purchase orders are not required with this form but must be kept on file.
3. List total Learn and Serve America Mini-Grant expenses you are requesting for reimbursement.
4. Forms not completed in their entirety or according to directions will be returned for revision and could result in delay of payment.
5. Invoice is due by June 1, 2009.

Mini-Grant Monies	Amount of Verifiable Expenditures
Total Amount Awarded	\$
Total Amount Spent	- \$
Total Amount Remaining	\$
Match (not required)	
District Match (if any)	\$
Non-District Match (if any)	+ \$
Total Match Generated (if any)	\$

Signature on this form indicates that the vendor has complied with all guidelines in expending the grant award and that all expenditures have been approved and are related to the Learn and Serve America Program and such documentation is available upon request.

Signature of Teacher	Date	Signature of Service-Learning Coordinator	Date
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FOR OFFICE USE ONLY

Approved by	Date	Quarter	Payment Month/Year
Total Amount Awarded	\$	<i>Approval</i> PLEASE COMPLETE AND RETURN TO: Service-Learning Supervisor Community Education Department of Elementary and Secondary Education P.O. Box 480 Jefferson City, Missouri 65102-0480 Phone: (573) 526-5395 FAX: (573) 526-4261	
Amount Paid with this Invoice	\$		
Amount Remaining	\$		