Preparing Invoice and Supporting Documents for ARP ESSER III grant

1. GEM Systems will be utilized for the reimbursement process. Please go to www.4pcamaine.org
2. Select the link for “Federal Grant Reimbursement System”

3. From federal grant reimbursement menu, select the invoice for ARP ESSER III

4. Fill out the Billing period. The billing period on the invoices can be monthly or up to three months but cannot overlap fiscal years.

5. Select Reimbursement as the type of funds requested.

6. Fill out the funds invoiced per project per budget category.

7. Provide all the required documentation for the invoice. These need to be attached by uploading the .pdf files in GEM system.

*ACCOUNT MANAGER GUIDANCE FOR PROCESSING INVOICES

Upload PDF & Attach to Invoice
File: Choose File No file chosen

Upload File
**Required Documentation** -

Each invoice submission should include:

1) **Trial Balance** –
   a) A detailed trial balance
   b) Trial balance period must match period being invoiced

2) **Copies of paid receipts / POs** -
   Receipts / POs for each expense need to be submitted. Only POs and Invoices are needed, no checks.

3) Write the Project name (in short form) and the Category on each invoice or PO; i.e. Family Support-6000 means that the item is charged to the project Family support resources and 6000 indicates that it is Supplies.

4) It would be very helpful if, in addition to the Trial Balance, you provide a list of invoices by Project and Category i.e. Family Support-6000, Enrichment Program-1000-2000, etc.

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

1. ARP ESSER III is a 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.

Please be advised that the reimbursement process typically takes 17-45 business days from invoice submission to reimbursement check receipt.