

COMBINED REIMBURSEMENT FORM INSTRUCTIONS

Purpose

At the beginning of each Fiscal Year (FY) or contract period the OAG provides each grantee a Combined Reimbursement Form, in Excel. This form has the grantees approved categorical and overall budget for that Fiscal Year or contract period. This form has three tabs, consisting of 1) Invoice, 2) Financial Status Report (FSR), and 3) Salary Detail Report. The grantee shall complete the tabs using the instructions below with the OAG approved detailed budget as a guide. The Combined Reimbursement Form shall be submitted monthly in accordance with the instructions below.

Reimbursement Process

Complete each of the three tabs in the Combined Reimbursement form and mail hard copies to the address provided on the Invoice form to be reimbursed for grant related expenses. Do not submit the Combined Reimbursement form electronically.

Due Date and Reimbursement Requirements

The Invoice, the FSR, and Salary and Match Detail form must be received by the Contracts and Asset Management Division no later than 20 calendar days after the end of the month being reported. For example, October 20 is the deadline for Contracts and Asset Management Division to receive the September invoice and reports. Even if you had no grant expenses and/or activity for a given month, you must submit an Invoice showing \$0 along with the FSR and Salary Detail Report showing zero activity to satisfy the reporting requirement.

No Invoice will be paid by the OAG without the FSR, and Salary Detail Report.

TAB 1 INVOICE**INSTRUCTIONS:**

Date of Invoice: Enter the date the Invoice is mailed; use the format mm-yyyy.

Invoice Number: If your agency has an invoice numbering system, include an assigned number in this space (Optional).

Texas TIN: The 14-digit number issued by the State of Texas Comptroller's Office or any direct deposit 14-digit number the organization may have with any state agency. Please use the number for electronic deposit with the State.

For new grantees, please use the following link to request a 14-digit number from the Comptroller's Office:
<http://www.comptroller.texas.gov/forms/ap-152.pdf>

Direct deposit forms are available from the OAG or you may download the form at:
<http://www.comptroller.texas.gov/forms/74-176.pdf>

Organization Information: Provide the organization's name as listed on the OAG grant contract. Include the organization's mailing address; city name; state initials; and zip code.

Contact Person's Information: All contact information for the person preparing the form must be included. The signatory of the Invoice cannot be the same person who prepared the form. Please include contact person's full name; title; email address; and telephone number.

Month of Service: Enter month and year the expenditures were paid for services delivered, use the format mm-yy (example: 09/1/2017 will be converted to display Sep-17). This field is linked to the Salary Detail form.

Amount of Claim: Enter the total grant expenditures paid for the date of service listed. The total invoice amount should match the total expenditures for the month claimed on the FSR.

Signature of Authorized Official: The Authorized Official is the individual given the authority to sign all grant adjustment requests, inventory reports, progress reports and financial reports or any other official documents related to the grant on behalf of the grantee.

- To designate another person to sign the Invoice, please submit a request on agency letterhead signed by the Authorized Official.

TAB 2 FINANCIAL STATUS REPORT (FSR)**INSTRUCTIONS:**

The FSR is the supporting documentation to the Invoice Form. The OAG Accounting Division will not pay any Invoice without the attached FSR. The FSR will also be used as a quarterly and end-of- year financial report. Complete all information to ensure prompt payment:

Columns by Month: Enter the ACTUAL expenditures charged to the grant/project for the month being reported.

- Total monthly expenditures must equal the amount reported in the Amount of Claim box on the Invoice.
- The FSR auto-calculates cumulative totals and remaining balances in the Year-to-Date Financial Information box. These percentages and totals may be useful as a management tool.
- Important Information – changes to the FSR are not allowed for any month that has previously been submitted for reimbursement. Corrections or changes for prior months shall be made in the current month and noted in the Preparer's Comments box. The FSR is a record of reimbursement, and must reflect actual dollars paid. Contact the Financial Manager if any corrections to the FSR are necessary.

Budget Adjustment or 10% Budget Modification Section: Includes (1) Original Contract Budget, (2) Increase or Decrease, and (3) FY 2018 Operating Budget columns.

- Original Contract Budget - is the grant award amount approved by the OAG. This column is completed by the OAG and is password protected.
- Increase or Decrease – this column will reflect any budget adjustment(s) or 10% modification(s) made during the year. An adjusted FSR will be sent to the grantee, once the OAG approves your organization's request. This cell is locked for OAG use only.
- FY 2018 Operating Budget – this column is the difference between the Original Contract Budget column and the Increase or Decrease column. The amount from this column is linked to the FY 2018 Approved Budget column (Column C).

Preparer's Comments: Use this section to communicate relevant information related to a significant expense during any given month. The preparer must also enter comments explaining any negative balances and indicate how and when they will be corrected.

TAB 3 – Salary Detail & Internal Review

INSTRUCTIONS:

Salary Detail

The Salary Detail is the monthly supporting documentation to the FSR. The OAG Accounting Division will not pay any Invoice without the attached Salary Detail Report. Please fill in all fields (organization name, contract number, and month of service are auto-filled from Tab 1 - Invoice).

Position Title on Budget: This section is filled in by the Contracts and Asset Management Division based on the personnel information provided in the grant budget. Contact your grant manager to make changes to personnel. Note: It is the responsibility of the grantee to ensure the position titles are correct.

Position Currently Filled: Enter a “Y” to indicate the position is currently filled or “N” if the position is vacant.

Hours Worked on Grant: Enter the number of hours worked during the billing period (month) for each position listed on the salary detail sheet. The number of hours entered should correspond to the employee’s timesheets.

Amount: Enter the dollar amount to be reimbursed for the billing period (month) for each position listed on the salary detail sheet. The total amount requested must equal the amount of salary requested in the FSR for the month of service. All expenditures reported for salary must meet 2 Code of Federal Regulations and Uniform Grant Management Standard (UGMS) cost principles.

OAG Contract and Asset Management Division-Internal Use Only

This box is for internal review by the OAG Contract and Asset Management Division. Do not enter any data in this box.

INVOICE, FSR's, and SALARY DETAIL REPORT SUBMISSION

Number of Copies:

Prepare an original for the OAG and retain one copy for your financial records. Only forms with an original signature can be paid, do not send copies. Faxed and e-mailed forms will NOT be accepted, unless specifically requested by the OAG.

Retention:

Detailed supporting documentation for this form must be kept for seven years or longer in accordance with OMB and UGMS cost principles. Detailed supporting documentation includes but is not limited to: timesheets, payroll records, travel invoices, contractual invoices. All supporting documentation must be available upon request of the OAG or OAG's designee.

Transmittal

The Invoice, FSR, Salary and Match Detail Report must be mailed to:

Office of the Attorney General
Contracts and Asset Management Division – MC 005
P.O. Box 12548
Austin, TX 78711-2548

Corrections/Questions

If you have any questions, or discover an error after sending the reimbursement request, immediately contact your Financial Manager.