Children’s Trust Fund

**Instructions for Completing Monthly License Plate Partner Invoice**

## General Instructions

The CTF License Plate Program invoice form is to be submitted monthly to CTF by the 15th of the following month for which expenses are being reimbursed. For example, the invoice for July 2016 should be submitted to CTF by August 15, 2016 for project expenditures incurred during July. An agency is not required to submit an invoice if there are no expenditures for a particular month. **Separate invoices for each month should be submitted. Faxed invoices will not be processed.** Invoices may be mailed to Laura K. Malzner, Children’s Trust Fund, PO Box 1641, Jefferson City, MO 65102 or emailed to **ctf.invoices@oa.mo.gov**.

**\*Note that supporting documentation for invoiced expenses must be submitted at time of invoicin**g.

**Requests for reimbursement of expenses more than three months delinquent will not paid.**

The payment method for all CTF grant recipients will be for reimbursement for actual and necessary costs incurred by the provider in the delivery of project services during the invoice period as per the approved project budget and any approved budget amendments.

## Identifying Information

**Complete the identifying information in its entirety**. It is very important that the name of the project be specified since oftentimes CTF has multiple contracts with the same agency. Contact person is the name of the person completing the invoice. This person will be contacted by CTF should there be any questions. The invoice number will begin with CTF-LP-, and four assigned numbers (please refer to the contract agreement). The invoice date will be simply the month and year for which expenses are being claimed (i.e. July/16).

### Authorized Signature/Title/Date

The authorized signature is the person who is ultimately responsible for administration and/or fiscal accountability of the contract or his or her delegate. This person must review, sign, and date each invoice prior to its submission to the CTF office. **Note: An invoice with the original signature must be submitted to CTF. It is recommended that the authorized person use blue ink to sign the form.** Invoices that are submitted unsigned will be returned for the appropriate signature.