

# Risk Management Grant Invoice Processing



- 1) Submit all grant related inquiries and invoices to [miiagrantinvoices@mma.org](mailto:miiagrantinvoices@mma.org). In subject line reference grant number and your municipality.
- 2) Deadline for invoices is May 12, 2022.
- 3) Billing options:
  - A) **MIIA pays vendor directly upon receipt of invoice from member. This is preferred billing option.** Please note due to installation of a new invoicing system, payments will be made more timely than in previous years, approximately within 2 weeks of receipt.
  - B) If requesting reimbursement, MIIA will reimburse member upon receipt of a copy of the front and back of a canceled check and a copy of the vendor invoice. Please note that only a municipal entity, not an individual, can be reimbursed for a grant expense. If multiple reimbursement requests are made by a municipal entity, **please aggregate them and send all information for payment at one time. Accounting is allowing for only one grant reimbursement per member per grant period.**
- 4) All invoices must be submitted with appropriate detail. If project or service, bill must include number of hours worked, person doing the work, what they did and total amount invoiced. If this information is not included with the invoice, it will be returned to the member for updating.
- 5) **Vendor W9 form must be included on all invoices.**
- 6) We request that a one or two paragraph description of how this service/process/equipment has benefited your operation and/or community be submitted on municipal letterhead with your final invoice. A photo of how your grant award is being utilized would also be appreciated. Please advise at time of submittal if we may share with members' local media or MIIA social media.

If you have any questions please contact Nodira Sidikova at 916-277-5003 (cell) or [nsidikova@mma.org](mailto:nsidikova@mma.org), Mary Ann Marino at 781-223-1870 (cell) or [mmarino@mma.org](mailto:mmarino@mma.org), or Lin Chabra at 617-838-5941 (cell) or [lchabra@mma.org](mailto:lchabra@mma.org).