

**Region 9 Education Service Center
Noneducational Community-Based Support Services Program**



Administrative Guidelines for Fund Reimbursement

- Funds are available for reimbursement to LEAs beginning **September 1, or as of the final Region 9 ESC stamp-in date on the application**, after approved by CRCG.
- Region 9 ESC must be notified immediately upon any program changes that result in excess funds, as any surplus allocations will need to be returned.
- Reimbursement requests are due on a monthly basis by the 15th of the following month. Send requests to the attention of **Jill Landrum, Region 9 Education Service Center, 301 Loop 11, Wichita Falls, Texas 76306**.
- Reimbursement must be requested on the **approved Reimbursement Expense Report** and signed by an authorized representative for the district/fiscal agent.
- Copies of invoices or time sheets with proof of payment (copy of check or general ledger printout) must accompany the request for reimbursement in order for Region 9 ESC to process payment.
- Deadline to submit requests for reimbursement is August 15th. All unpaid purchase orders will be cancelled if request for reimbursement is not received by **August 15th**.
- For transactions occurring between **August 15th and August 31st** the last date to submit documentation is **August 31st**. You should submit a Reimbursement Expense Report with anticipated expenses for those days prior to August 15th, followed by the supporting documentation by August 31st in order for those expenses to be reimbursed.
- Financial codes are fund code 392 and revenue code 5829.
- If you have questions about your application, allocations, or questions regarding completion of the reimbursement expense report, please contact **Jill Landrum** at Jill.Landrum@esc9.net or **940-322-6928**.

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