

PROCESS FOR REQUESTING EXPENDITURES OR REIMBURSEMENT OF GRANT FUNDS

1. The person requesting the expense must initiate the form, "Request and Authorization to Incur Expense". This form **MUST** be initiated **PRIOR** to incurring the expense. If you are requesting mileage reimbursement, you must have this submitted prior to your travel.
2. The person making the request must complete items #1-6.
3. When completed items #1-6, submit form to the Project Director, Amy Johnson,

via mail at: 220 N. Washington
Mason City, IA 50401

via fax at: (641) 421-3136

via e-mail at: aritzma@co.cerro-gordo.ia.us
4. After Amy's approval she will forward the request to the Treasurer/Budget Officer.
5. Once approval has been granted by both the Project Director and Treasurer/Budget Officer, a copy will be provided to the requestor.
6. After the requestor has received the goods or traveled, they must attach an invoice for the goods and sign item #10.
7. Then the completed form is sent, via mail, to the Treasurer/Budget Officer, Marti Coco for payment at:

Marti Coco
c/o IOVA
P.O. Box 6021 East Des Moines Station
Des Moines, IA 50309
8. Treasurer/Budget Office will verify expenditure form and issue payment.