How-To Invoice

for Reimbursement

Small Projects Assistance Funds

MARC Solid Waste Management District grant funds are released through a reimbursement process.

To receive payment for approved expenses incurred, please provide the following:

1. Completed MARC SWMD Invoice Form. This is on the MARC website Search ***Grantee Resources*.**

2. Receipt(s) for the items you purchased. Please note that MARC SWMD cannot pay sales tax.

3. Proof of payment. This can be a copy of cancelled checks; bank statements showing funds were withdrawn; or credit card statements. CC statements must show charge and the following statement showing charge was paid for.

- The invoice must be signed and dated by the authorized official listed on the contract.

- Invoices can be emailed, mailed, or hand delivered to the MARC offices at 801 Pennsylvania Ave., KCMO, 64105.

- With board approval, the MARC SWMD may be able to pay the vendor directly if necessary. Please work with your grant administrator for arrangements.

Contact Grant Administrator for Questions:

Nadja Karpilow, karpilow@marc.org, 816-701-8226