

OVSJG Grantee Reimbursement Process

STEP 1

Log into your ZoomGrants account. In the **Documents** tab, download the **Financial Workbook**. Complete the required Workbook pages.

You will use the Financial Workbook to calculate your reimbursement requests. Instructions for the Workbook are included in the first three tabs.

STEP 2

In the **Fiscal Report/Invoices/Payments** tab, click on **Add Invoice** and complete all required fields.

You will see a Purchase Order (PO) number when you create a new invoice in ZoomGrants. The PO will display on the invoice cover sheet.

Create an invoice number using the following formula:

- POxxxxxx-[MONTH] for monthly requests, e.g., PO123456-OCT
- POxxxxxx-[MONTH-MONTH] for quarterly requests e.g., PO123456-OCT-DEC

STEP 3

Upload the completed **Data Entry** worksheet, **Project Expenditure Report**, and signed **Grantee Reimbursement Request**. Click **Submit Invoice**.

Your Grant Manager will review your submitted documents. If they have questions or require changes or additional information they will contact you.

STEP 4

When your reimbursement request has been approved by your Grant Manager, you will receive an email with a link to download the approved invoice.

STEP 5

Log into the DC Vendor Portal (E-Invoicing) - <https://vendorportal.dc.gov/Account/Login> Create an invoice and upload your approved invoice as the source document.

Be sure to have registered in the DC Vendor Portal at <https://vendorportal.dc.gov/Account/Login>.

Ensure you upload the **approved** reimbursement request signed by your grant manager and do not change the name of the file. If you upload the wrong version, your payment request will be denied.