

## OVSJG Grantee Reimbursement Process

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### 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:

- POxxxxx-[MONTH] for monthly requests, e.g., PO123456-OCT
- POxxxxx-[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.

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

### 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.

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.

If you receive payment by ACH, please type in the "vendor comment" section "Pay by ACH [your financial institution's name]".