

5/15/2025

Tech Center Lottery Grant Reimbursement Instructions

INVOICING

- Payment for awarded proposals will be on a reimbursement basis.
- Goods and/or services must be **received** no later than May 1, 2026.
- If a technology center is awarded both competitive and non-competitive in the same fiscal year, the tech center must invoice the competitive separate from the non-competitive.
- To obtain reimbursement, the following must be submitted to Joanne Dewald at joanne.dewald@careertech.ok.gov no later than May 1, 2026:
 - A request for reimbursement on school letterhead
 - Copies of paid vendor invoices with corresponding reference to the line item from the approved budget
 - OCAS Detailed Expenditure Report for Project Code 469
 - OCAS Summary Expenditure Report for Project Code 469