

## ***Guidelines* For Completing The STATE AID VOUCHER For Special Legislative Project Private Agency Contracts**

The **STATE AID VOUCHER** must be submitted in order to receive payment per the terms of an approved contract for a Special Legislative Project. Upon approval of your contract, you are entitled to receive 25% of the contract's funds. Later, you are entitled to receive additional funds as reimbursement for expenses that you incurred, and can demonstrate by simultaneously sending either an Interim Expenditure Report (SLP-25), or a Final Expenditure Report (SLP-10-F).

Refer to the "Instructions For Submitting and Administering Special Legislative Grant Contracts (Private Agencies)" for additional guidance on completing the **STATE AID VOUCHER**.

### **You are ONLY required to complete Boxes 2, 4, 6, and 8 of the STATE AID VOUCHER:**

- Box 2:** "Payee ID": Enter your Federal Employer Tax Identification Number (FEIN).
- Box 4:** "Payee Name", "Address", "City", "State", and "Zip Code": The Payee Name must be the legal operating name of your organization, and be the same as the legal operating name on your contract. Two lines of entry are available for the "Payee Name" and "Address".
- Box 6:** "Description of Charges" And "Amount": Refer to the "Instructions For Submitting and Administering Special Legislative Grant Contracts (Private Agencies)"
- Box 8:** "Payee Certification": An original signature by an officer of your organization is required.