



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF LEARNING SERVICES - OFFICE OF SPECIAL EDUCATION

EXTENDED EMPLOYMENT SHELTERED WORKSHOP (EESW) GRANT INVOICE

INSTRUCTIONS

Complete the fields below and submit invoice to lisa.percival@dese.mo.gov.

EESW POINT OF CONTACT INFORMATION

EESW CONTACT FIRST NAME	EESW CONTACT LAST NAME	EESW CONTACT TITLE/POSITION
EESW CONTACT EMAIL ADDRESS		EESW CONTACT PHONE NUMBER

If you or a member of your immediate family ever served in the U.S. Armed Forces, [click here for more information about military-related services in Missouri](#) or visit www.dese.mo.gov/veterans-services.

EESW INFORMATION

EESW NAME	EESW MANAGER NAME
EESW ADDRESS	EESW BOARD PRESIDENT NAME

INVOICE AMOUNTS

Enter the invoice amount for each line. Line items should correspond to the same line as the budget application (i.e. expenditures for approved Line 2 from the application should be reported on Line 2 of the invoice).

DESCRIPTION OF ITEM/ACTIVITY	INVOICE AMOUNT	APPROVED/DISAPPROVED (DESE USE ONLY)
1.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
2.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
3.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
4.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
5.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
6.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
7.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
8.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
9.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
10.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
11.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

12.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
13.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
14.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
15.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
16.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
17.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
18.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
19.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
20.	\$	<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
TOTAL INVOICE		\$

ASSURANCES

1. EESW agrees to utilize grant funds for allowable purposes.
2. EESW agrees to provide supporting documentation for all invoices.
3. EESW agrees to meet grant requirements by June 13, 2025.
4. EESW agrees to seek prior approval for any budget changes through an application amendment. All changes must be prior approved by DESE.
5. EESW agrees to report activities and records to DESE upon request and within 10 business days.
6. EESW agrees that all equipment shall be held and used by the EESW for 5 years unless otherwise approved by DESE.

CERTIFICATIONS

I certify that the information provided above is accurate and complete.

POINT OF CONTACT SIGNATURE	DATE
EESW MANAGER SIGNATURE	DATE
EESW BOARD PRESIDENT SIGNATURE	DATE

DESE USE ONLY

TOTAL APPROVED FOR SKILLS TRAINING	TOTAL APPROVED FOR INFRASTRUCTURE	TOTAL APPROVED FOR EQUIPMENT	TOTAL APPROVED
APPROVAL SIGNATURE			DATE

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.