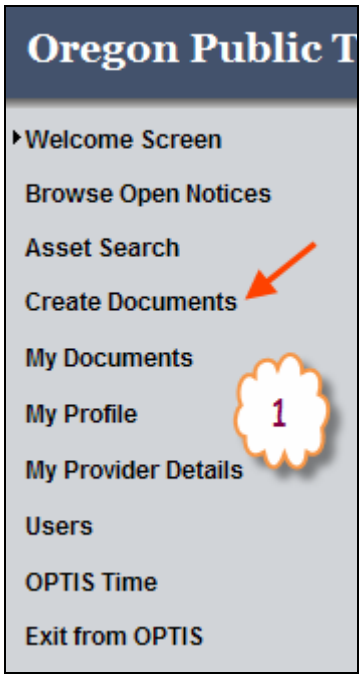
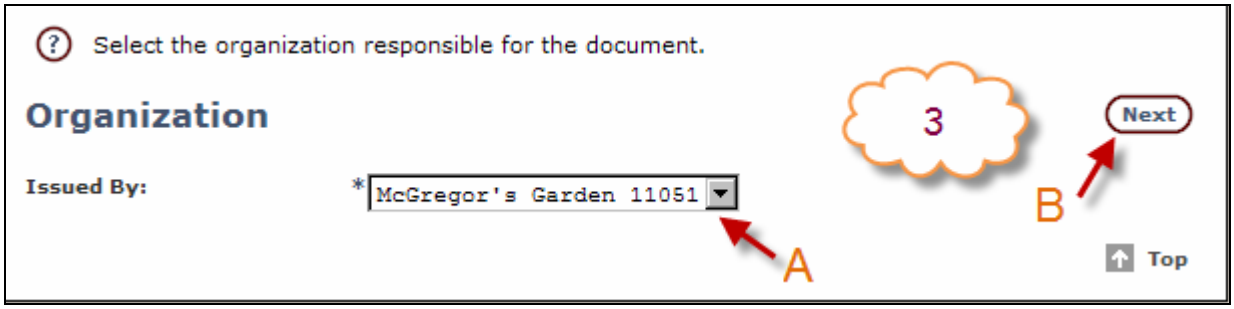
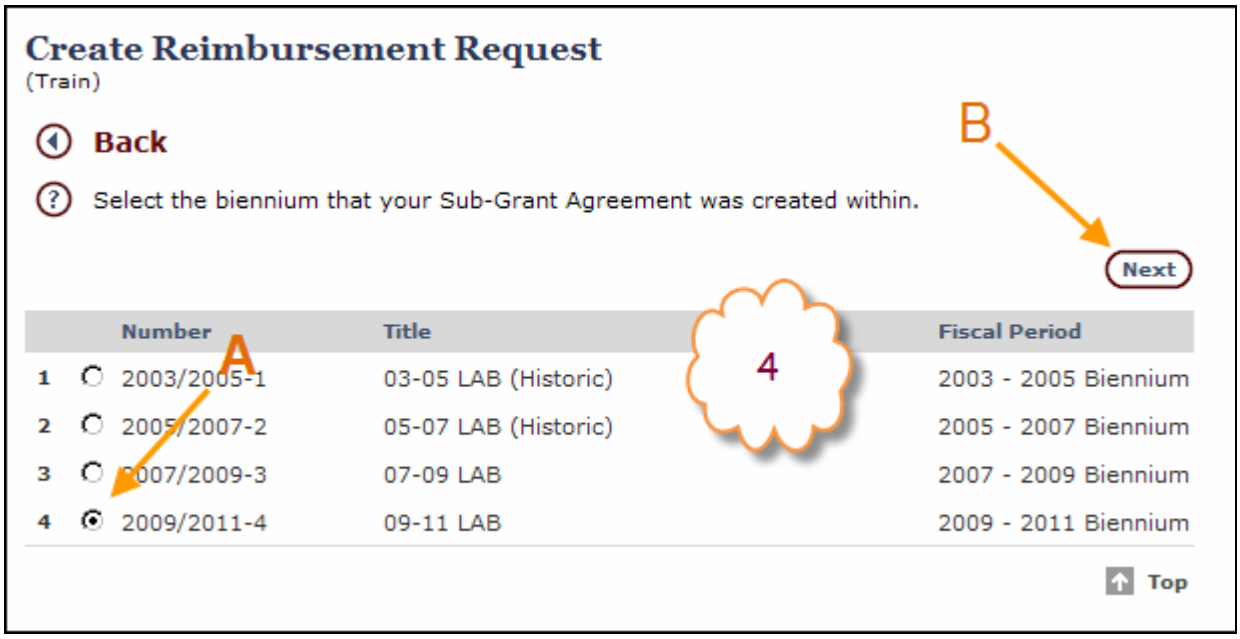
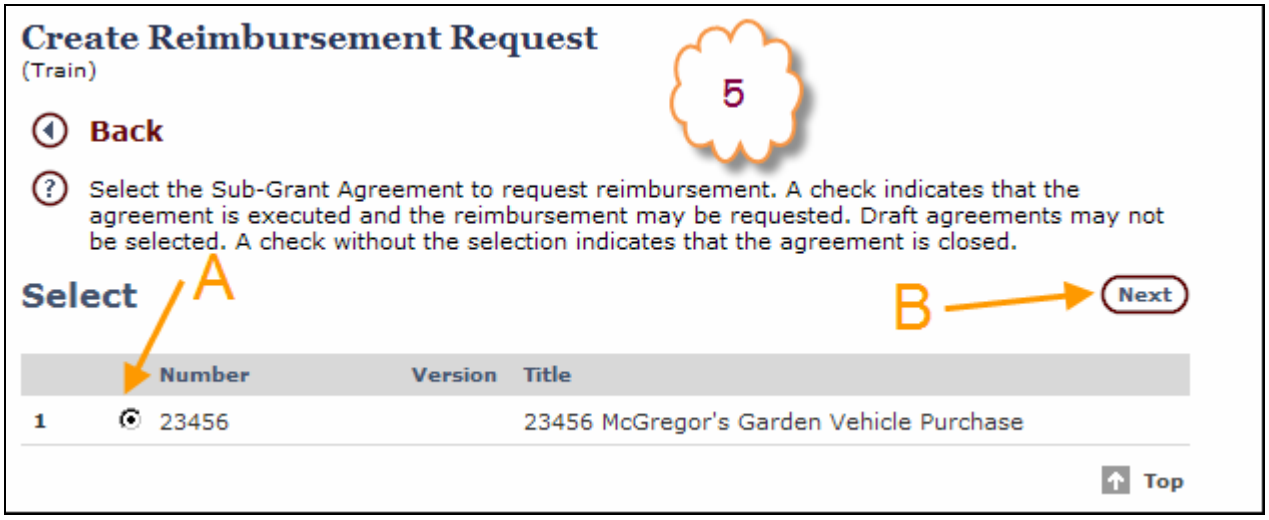
OPTIS Reimbursement Request Steps

Numbers 8 indicate order of screens. Arrows indicate action for you to take.
Letters indicate the order of actions on screens with more than one action (i.e., do A before B).






Create Reimbursement Request
(Train)
Back
Select the biennium that your Sub-Grant Agreement was created within.
B
Next
4
A
Number
Title
Fiscal Period
1 2003/2005-1 03-05 LAB (Historic) 2003 - 2005 Biennium
2 2005/2007-2 05-07 LAB (Historic) 2005 - 2007 Biennium
3 2007/2009-3 07-09 LAB 2007 - 2009 Biennium
4 2009/2011-4 09-11 LAB 2009 - 2011 Biennium
Top


Create Reimbursement Request
(Train)
5
Back
Select the Sub-Grant Agreement to request reimbursement. A check indicates that the agreement is executed and the reimbursement may be requested. Draft agreements may not be selected. A check without the selection indicates that the agreement is closed.
Select
A
B
Next
Number
Version
Title
1 23456 23456 McGregor's Garden Vehicle Purchase
Top

Back

This page handles any additional information needed for the creation of the document.

Additional Information

Create

6 (info only)

Discipline:	Funding
Document Type:	Reimbursement Request
Procurement Method:	Reimbursement Request
Sub-Grant Agreement:	23456 23456 McGregor's Garden Vehicle Purchase
Issued By:	McGregor's Garden
Provider:	McGregor's Garden

* indicates a required field

Top

Create Document

(Train)

Continue

7 (info only)

Reimbursement Request Created

Form Number: 09112743

Control #: 9968478

The initial document has been created. To continue setting up the document click on 'Continue'. You can leave the set up at anytime. Use the My Documents searching functions to find the form again by the form number listed above and continue with set up and publication.

View To bypass the creation wizard and go directly to the review page click on the View button.

1. Number

(Train)

Number: 09112743 **Control #:** 9968478

Steps

1. **Number**
2. Information
3. Comments
4. Select Activity
5. Attachments

Skip Back Save Next Finish

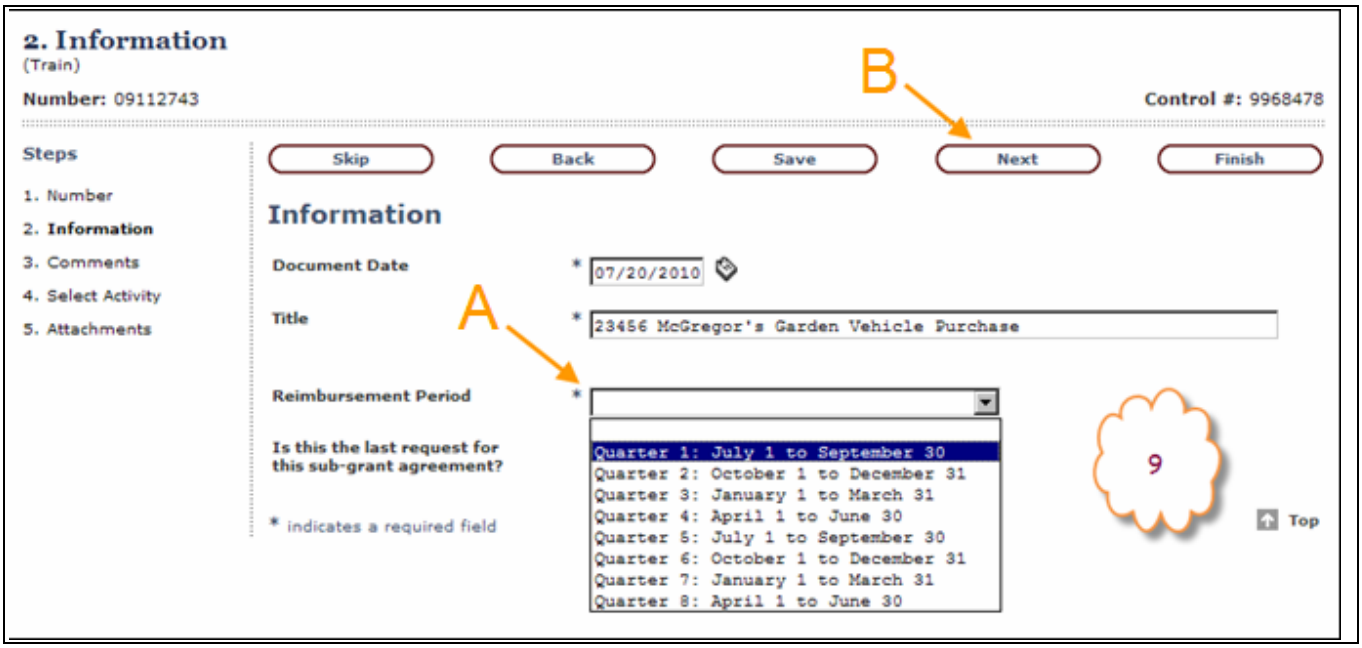
Number

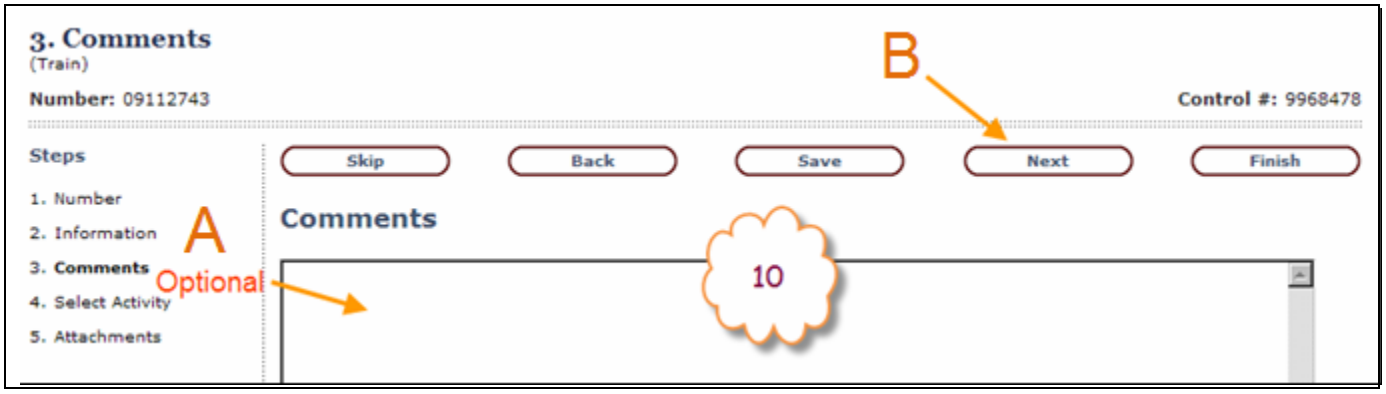
The document number is the reference number for the document/form.

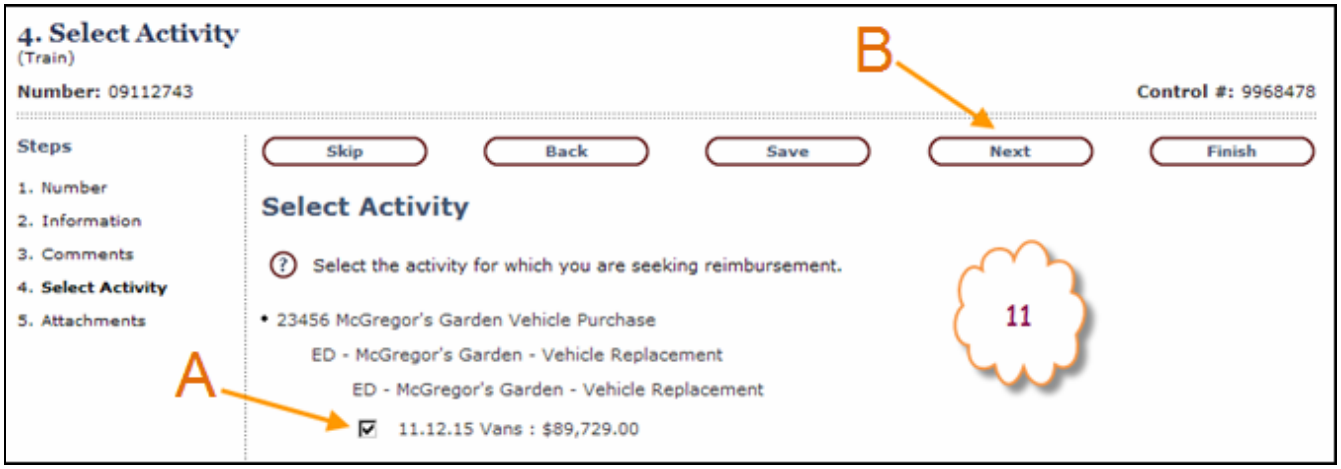
8 (Last info only screen)

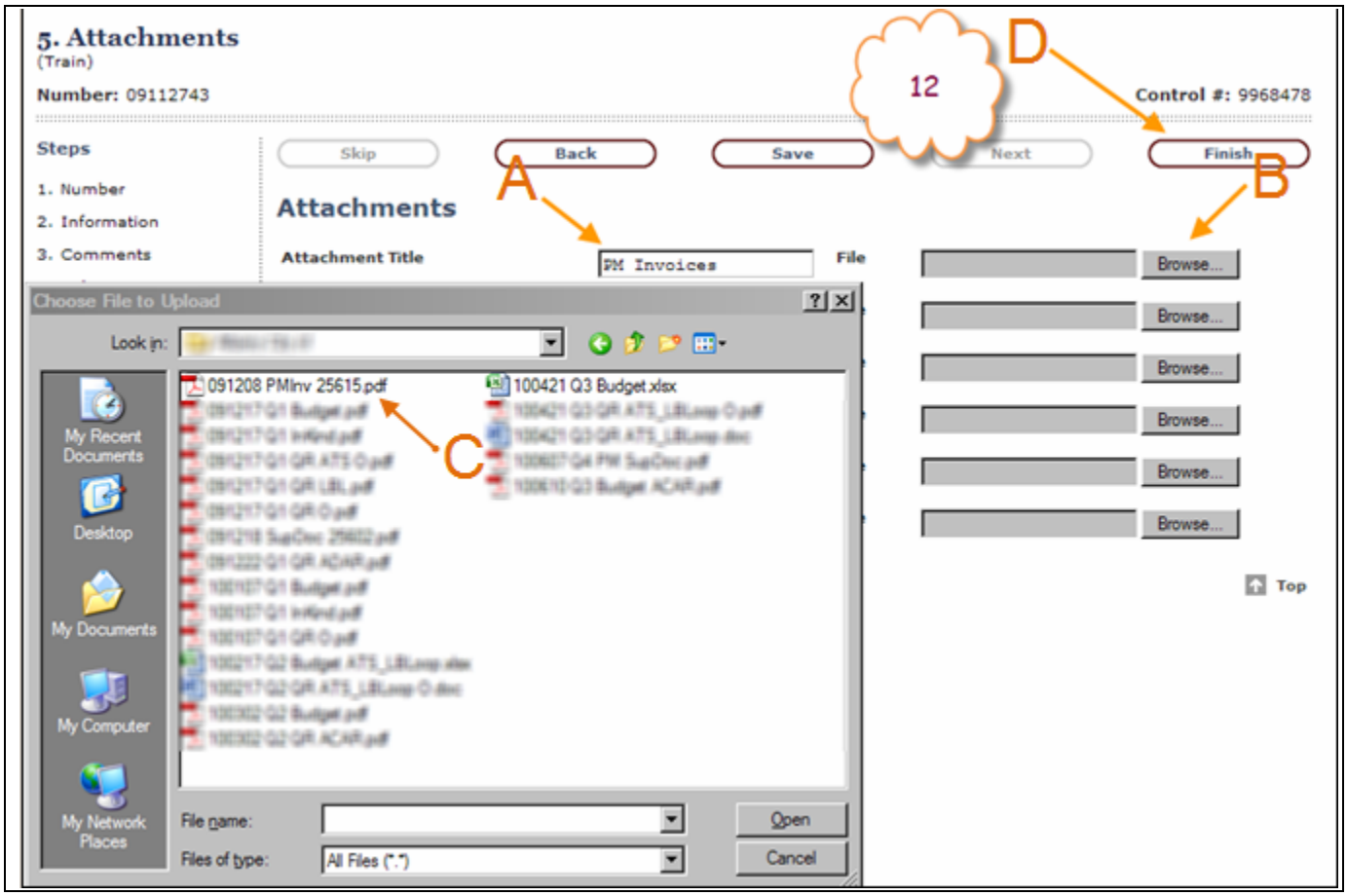
The number cannot be changed.

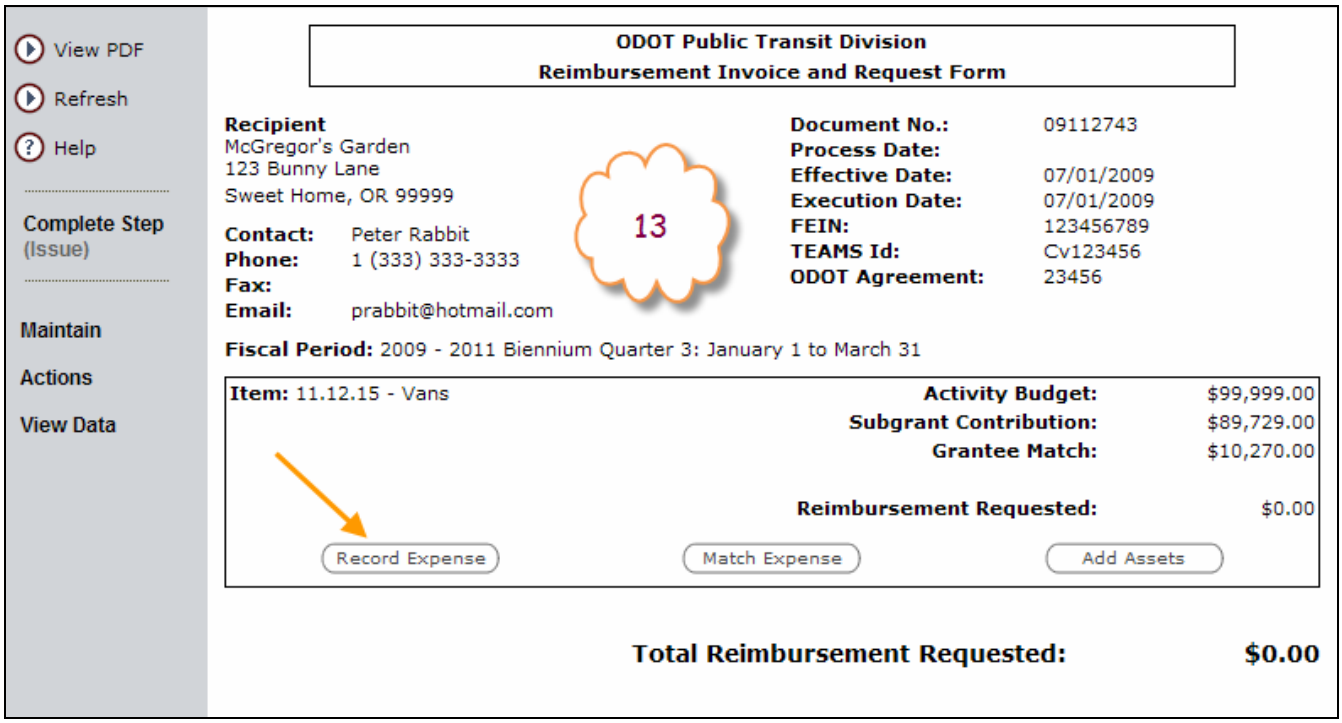
Number: *09112743


2. Information
(Train)
Number: 09112743
Control #: 9968478
B
Steps
1. Number
2. Information
3. Comments
4. Select Activity
5. Attachments
Skip
Back
Save
Next
Finish
Information
Document Date
07/20/2010
Title
23456 McGregor's Garden Vehicle Purchase
A
Reimbursement Period
Is this the last request for this sub-grant agreement?
* indicates a required field
Quarter 1: July 1 to September 30
Quarter 2: October 1 to December 31
Quarter 3: January 1 to March 31
Quarter 4: April 1 to June 30
Quarter 5: July 1 to September 30
Quarter 6: October 1 to December 31
Quarter 7: January 1 to March 31
Quarter 8: April 1 to June 30
9
Top


3. Comments
(Train)
Number: 09112743
Control #: 9968478
B
Steps
1. Number
2. Information
3. Comments
4. Select Activity
5. Attachments
A
Optional
Skip
Back
Save
Next
Finish
Comments
10


4. Select Activity
(Train)
Number: 09112743
Control #: 9968478
B
Steps
1. Number
2. Information
3. Comments
4. Select Activity
5. Attachments
Skip
Back
Save
Next
Finish
Select Activity
Select the activity for which you are seeking reimbursement.
23456 McGregor's Garden Vehicle Purchase
ED - McGregor's Garden - Vehicle Replacement
ED - McGregor's Garden - Vehicle Replacement
11.12.15 Vans : $89,729.00
A
11


5. Attachments
(Train)
Number: 09112743
Control #: 9968478
12
D
Steps
1. Number
2. Information
3. Comments
Skip
Back
Save
Next
Finish
A
B
Attachments
Attachment Title
PM Invoices
File
Browse...
Choose File to Upload
Look in:
091208 PMInv 25615.pdf
100421 Q3 Budget.xlsx
C
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
File name:
Files of type:
All Files (*.*)
Open
Cancel
Top


View PDF
Refresh
Help
Complete Step
(Issue)
Maintain
Actions
View Data
ODOT Public Transit Division
Reimbursement Invoice and Request Form
Recipient
McGregor's Garden
123 Bunny Lane
Sweet Home, OR 99999
Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax:
Email: prabbit@hotmail.com
13
Document No.: 09112743
Process Date:
Effective Date: 07/01/2009
Execution Date: 07/01/2009
FEIN: 123456789
TEAMS Id: Cv123456
ODOT Agreement: 23456
Fiscal Period: 2009 - 2011 Biennium Quarter 3: January 1 to March 31
Item: 11.12.15 - Vans
Activity Budget: $99,999.00
Subgrant Contribution: $89,729.00
Grantee Match: $10,270.00
Reimbursement Requested: $0.00
Record Expense
Match Expense
Add Assets
Total Reimbursement Requested: $0.00

Record Expenses
(Train)

Record the expenses, entering the receipt total.

14

A B C D E

Submit/Return | Submit/Remain

Type	Description	Receipt	Date	Total Expenses	Delete
Capital	* Vehicle Purchase	☐	* 03/15/2010	* 33000	
Administrative	*	☐	*	*	
Administrative	*	☐	*	*	

ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
McGregor's Garden
123 Bunny Lane
Sweet Home, OR 99999

Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax:
Email: prabbit@hotmail.com

15

Document No.: 09112743
Process Date:
Effective Date: 07/01/2009
Execution Date: 07/01/2009
FEIN: 123456789
TEAMS Id: Cv123456
ODOT Agreement: 23456

Fiscal Period: 2009 - 2011 Biennium Quarter 3: January 1 to March 31

Item: 11.12.15 - Vans

Activity Budget:	$99,999.00
Subgrant Contribution:	$89,729.00
Grantee Match:	$10,270.00

Expense Type	Description	Receipt	Expense Amount
• Capital	Vehicle Purchase	N	$33,000.00
		Total:	$33,000.00
	Reimbursement Requested:		$0.00

Record Expense | Match Expense | Add Assets

Total Reimbursement Requested: $0.00

OPTIS
Close

Expense Match
(Train)

Enter the total matching funds and reimbursement requested

Number: 09113553

16

Control #: 9974500

Submit/Return | Submit/Remain

ALI Coding	Description	Cost	Fund Amount	Match Amount
30.09.02	Operating Sliding Scale	$100,000	$56,080	$43,920

	This Request	To Date	In Process	Balance
Total Expenses:	$33,000	$4,000	$0	$63,000
Match:	$0	$1,757	$0	$42,163
Reimbursement Requested:	* 18,506	$2,243	$0	$53,837
Payment Approved:	$0	$2,243	$0	$53,837

OPTIS

Match Source
(Train)

Enter the source for matching funds.

C → Submit/Return

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Expenses:	$33,000
Expected Match:	$14,494
Total Match:	$14,494
Match Remaining:	$0

Match Source	Match	Additional Description
In Kind:	0	
Local:	0	
State Funds:	0	
Other:	14494	BETC

A → 14494

B → BETC

OPTIS Close

Expense Match
(Train)

Enter the total matching funds and reimbursement requested

18

Number: 09113553

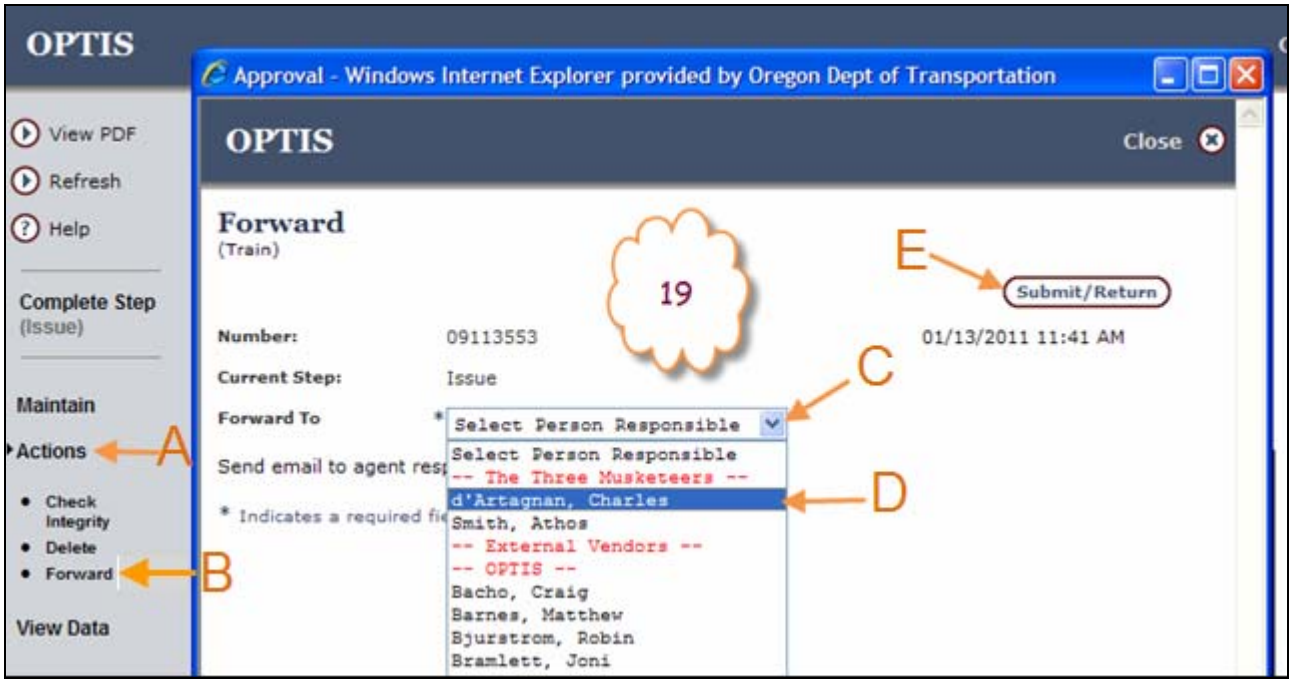
Control #: 9974500

→ Submit/Return Submit/Remain

ALI Coding	Description	Cost	Fund Amount	Match Amount
30.09.02	Operating Sliding Scale	$100,000	$56,080	$43,920

	This Request	To Date	In Process	Balance
Total Expenses:	$33,000	$4,000	$0	$63,000
Match:	$14,494	$1,757	$0	$27,669
Reimbursement Requested:	* 18,506	$2,243	$0	$53,837
Payment Approved:	$0	$2,243	$0	$53,837

OPTIONAL STEP - Forward to Approver (If preparer is not also approver)**:**



AUTHORIZED REPRESENTATIVE (Approver) STEPS:

OPTIS

View PDF
Refresh
Help

Complete Step
(Issue)

Maintain
Actions
View Data

View Data

ODOT Public Transit Division
Reimbursement Invoice and Request Form

Recipient
McGregor's Garden
123 Bunny Lane
Sweet Home, OR 99999

Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax:
Email: prabbit@hotmail.com

20

Document No.: 09112743
Process Date:
Effective Date: 07/01/2009
Execution Date: 07/01/2009
FEIN: 123456789
TEAMS Id: Cv123456
ODOT Agreement: 23456

Fiscal Period: 2009 - 2011 Biennium Quarter 3: January 1 to March 31

Item: 11.12.15 - Vans

Activity Budget:	$99,999.00
Subgrant Contribution:	$89,729.00
Grantee Match:	$10,270.00

Expense Type	Description	Receipt	Expense Amount
• Capital	Vehicle Purchase	N	$33,000.00
		Total:	$33,000.00

Match Source	Match Amount
Local	$3,389.00
State Funds	$0.00
Other	$0.00
Total:	$3,389.00

Reimbursement Requested: $29,611.00

Record Expense | Match Expense | Add Assets

Total Reimbursement Requested: $29,611.00

Name of Authorized Representative:	Date:
Certification Statement:	Title of Authorized Representative:

To date summary for this Subgrant:

	This Request	To Date	In Process	Balance
Total Expenses:	$33,000.00	$0.00	$0.00	$66,999.00
Match:	$3,389.00	$0.00	$0.00	$6,881.00
Reimbursement Requested:	$29,611.00	$0.00	$0.00	$60,118.00
Payment:	$0.00	$0.00	$0.00	$89,729.00

Control # 9968478

Review/Approve
(Train)

21

C

Submit

Integrity Check Warning

- Missing provider's periodic report: 2009 - 2011 Biennium Quarter 2: October 1 to December 31
- Missing provider's periodic report: 2009 - 2011 Biennium Quarter 3: January 1 to March 31
- Missing provider's periodic report: 2009 - 2011 Biennium Quarter 4: April 1 to June 30

Number: 09112743 07/20/2010 4:57 PM

B

Current Step: Issue

eResponse Keyword * ••••••••••

A

To send a request for a new eResponse Keyword to the Registrar, click on the Go button. Go

By checking this box I am certifying that this document is correct to the best of my knowledge and that I am the authorized representative. * ☑

* Indicates a required field

CLICK View PDF **TO SEE FINAL PRODUCT:**

ODOT Public Transit Division
Reimbursement Invoice and Request Form

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Recipient
McGregor's Garden
123 Bunny Lane
Sweet Home, OR 99999
Contact: Peter Rabbit
Phone: 1 (333) 333-3333
Fax:
Email: prabbit@hotmail.com

Document No.: 09112743
Process Date: 07/20/2010
Effective Date: 07/01/2009
Execution Date: 07/01/2009
FEIN: 123456789
TEAMS Id: Cv123456
ODOT Agreement: 23456

Fiscal Period: 2009 - 2011 Biennium Quarter 3: January 1 to March 31

Item: 11.12.15 - Vans

Activity Budget:	$99,999.00
Subgrant Contribution:	$89,729.00
Grantee Match:	$10,270.00

Expense Type	Description	Receipt	Expense Amount
• Capital	Vehicle Purchase	N	$33,000.00
		Total:	$33,000.00

Match Source	Match Amount
Local	$3,389.00
State Funds	$0.00
Other	$0.00
Total:	$3,389.00

Reimbursement Requested: $29,611.00

Total Reimbursement Requested: $29,611.00

Name of Authorized Representative:	Date:
Peter Rabbit	07/20/2010
Certification Statement:	Title of Authorized Representative:
I have certified that this document is correct to the best of my knowledge and that I am the authorized representative shown above.	

To date summary for this Subgrant:

	This Request	To Date	In Process	Balance
Total Expenses:	$33,000.00	$0.00	$0.00	$66,999.00
Match:	$3,389.00	$0.00	$0.00	$6,881.00
Reimbursement Requested:	$29,611.00	$0.00	$0.00	$60,118.00
Payment:	$0.00	$0.00	$0.00	$89,729.00