

Office of ESEA Federal Programs

October Office Hours

Reimbursement Requests



Today's Topics



- Introductions
- Who to contact
- The Grant and Reimbursement Process
- What documentation is needed when making a request
- Aligning requests with grants
- Common Mistakes
- Q&A Time

Introductions



Questions on ANY Grant or NDE Program?

GMS Access Select

Select Fiscal Year: 2024

[Click to view Funding Summary](#)

Created

Collections	Application Name	Revision	Status	Date	Actions
Formula Grant	Unified Grant Profile	Original Application	Final Approved	5/31/2023	Open Regenerate GAN
Consolidated Plan	Early Childhood State Continuation Grant	Original Application			Review Summary
	SPED IDEA Consolidated-6400	Original Application			Review Summary
	ESSA Consolidated - 6201	Original Application			Review Summary
Competitive Grant	Support Services - Flex Funding - School Age-1125				
Non Funded	Perkins reVISION Action-6741	Original Application	Final Approved View GAN	6/27/2023	Open Payments

There currently aren't any Non Funded applications created.

Available

For additional information please contact the Nebraska Department of Education

[Contact Us](#)

MTW SOLUTIONS GMS

Have questions and aren't sure who to call?

For additional information please contact the Nebraska Department of Education

[Contact Us](#)

(GMS) Login Page

Grant Management Guidance

USDE Guidance on Transferability
Authority

Grants Management Fiscal
Monitoring

Resources

GMS Communications

NDE GMS Contact Information

GMS User Guide

Links

Nebraska Department of
Education

U.S. Department of Education

Questions, Comments, or
Corrections? Let us know!

For questions about Payments, Financial Reports and Closeouts:

Sara Leber (402) 890-8977 or sara.leber@nebraska.gov – (ESSER)

Robin Deevy (402) 499-5528 or robin.deevy@nebraska.gov – (Special Education/McKinney-Vento/ARP HCY I & II)

Harlan Feather (402) 937-2178 or harlan.feather@nebraska.gov – (Career and Technical Education, 21st CCLC and ESSER Collaborative ELO)

Annette Cooper (402) 937-5860 or annette.cooper@nebraska.gov – (Title ID)

Nancy Lorenz (402) 937-2789 or nancy.lorenz@nebraska.gov – (Special Education)

Jackie Maly (402) 580-3184 or jackie.maly@nebraska.gov – (ESSER)

Janice Paling (402) 890-1096 or janice.paling@nebraska.gov – (Title IA/Title ID/Improvement Grants/Title IV/McKinney-Vento/ARP HYC I & II)

Jennifer Mai (402) 890-9115 or jennifer.mai@nebraska.gov – (Special Education/Title IC Migrant)

Ron Theasmeyer (402) 890-9162 or ron.theasmeyer@nebraska.gov – (Title IIA/Title III/Early Childhood)

For questions regarding Fiscal Monitoring (includes Time and Effort)

Tom Goeschel (402) 890-8912 or tom.goeschel@nebraska.gov

Merci Suarez (402) 937-3241 or mercier.suarez@nebraska.gov

For program questions regarding:

21st CCLC Continuation Grant:

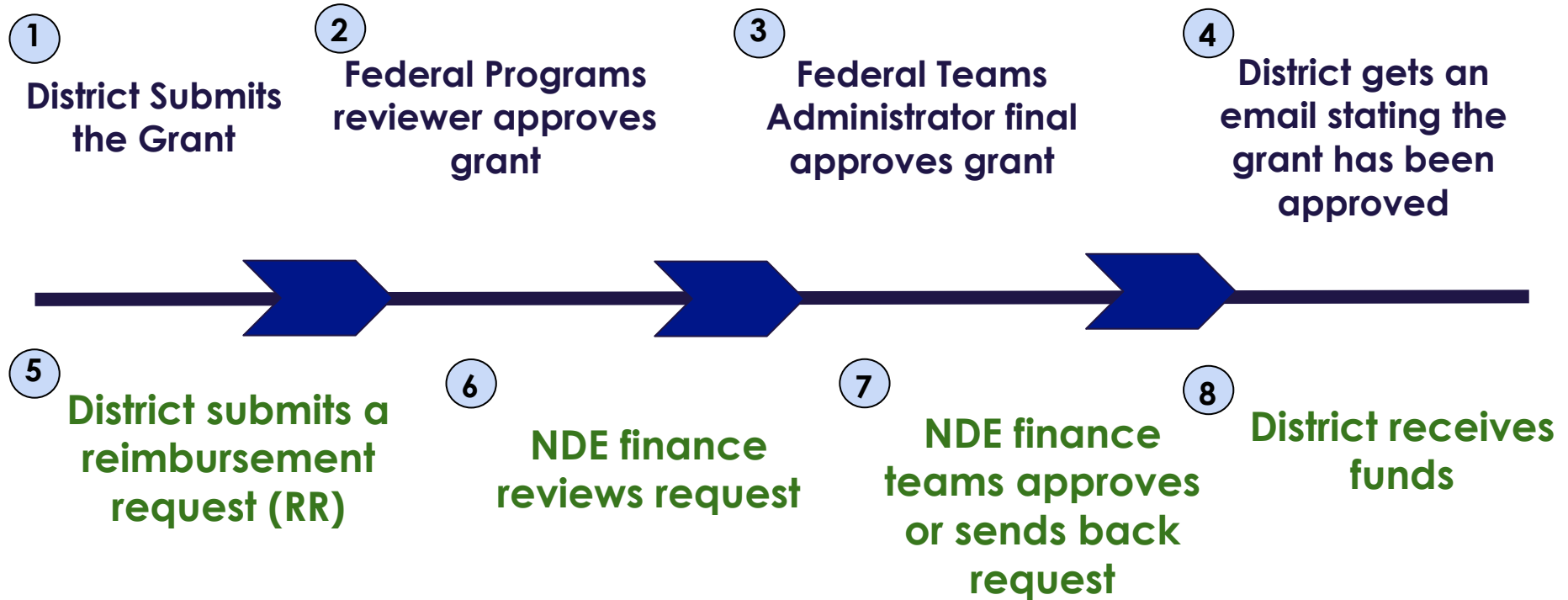
Jan Handa (402) 219-3878 or jan.handa@nebraska.gov

21st CCLC First Time Grant:

Top Reasons RR's get Returned

- A required amendment has not been final approved
- The RR doesn't have the proper supporting documentation attached
- The expenditure wasn't coded to the right grant number and/or the right object code
- Staff on the RR were not listed on the Staff Pages
- Equipment wasn't listed on the Operational Equipment Page and Capital Assets Page
- The amount listed on the Budget Page is not "close enough" to the RR
- The requested amount is not close enough to the final approved amount

The Reimbursement Process



Grants/Amendments MUST be final approved before a Reimbursement Request (RR) can be submitted

How to make or see your payments

To make a RR, see past payments or to check the status of a RR

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[Click to Return to Organization Select](#)
[Click to Return to Menu List](#) / [Sign Out](#)

[Click for Instructions](#)

Select Fiscal Year: 2021 [Click to view Funding Summary](#)

Created

Formula Grant

Application Name	Revision	Status	Date	Open	Payments	Review Summary	Regenerate GAN	CC Override
Early Childhood State Continuation Grant	Amendment 2	Final Approved View GAN	3/22/2022	Open	Payments	Review Summary	Regenerate GAN	CC Override
SPED IDEA Consolidated-6400	Amendment 2	Final Approved View GAN	6/28/2021	Open	Payments	Review Summary		
ESSA Consolidated - 6201	Original Application	Final Approved View GAN	1/3/2021	Open	Payments	Review Summary		
CRRSA ESSER II Fund Grant Application - 6997	Amendment 2	Not Submitted View GAN		Open	Payments	Review Summary	Regenerate GAN	CC Override
American Rescue Plan - ARP - ESSER III Grant Application - 6998	Amendment 4	Submitted View GAN			Payments	Review Summary	Regenerate GAN	CC Override

Consolidated Plan

There currently aren't any Consolidated Plan applications created.

Competitive Grant

Application Name	Revision	Status	Open	Payments	Review Summary
Perkins reVISION Action-6741	Amendment 1	Not Submitted View GAN	Open	Payments	Review Summary

Non Funded

Payments

To see Requests and Payments, click here



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DEPARTMENT OF EDUCATION

Applicant:

2020-2021 ARP Act ESSER III 6998 - 00-

Application:

2020-2021 ARP Act ESSER III 6998 - 00-

[Click to Return to GMS A](#)

[Click to Return to G](#)

[Click to Return to M](#)

Payment Summary

[View Reimbursement Requests/Financial Reports](#)

Payment Summary as of 10/16/2023

	ARP-Act-ESSER-III-6998	Total
Current Year Allocation	\$160,619	\$160,619
(+/-) Adjustments	\$0	\$0
(+/-) Multidistrict	\$0	\$0
(+/-) Transfers	\$0	\$0
Total Funds Available	\$160,619	\$160,619
Approved Budget --Amendment 3	\$160,619	\$160,619

To see requests, payments or status of requests



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DEPARTMENT OF EDUCATION

Applicant: [\[Link\]](#)

Application: 2021-2022 ESSA Consolidated - 6201 - 00-

[Printer-Friendly](#)

[Click to Return to GMS Access/Select Page](#)

[Click to Return to Payment Summary](#)

[Click to Return to Menu List / Sign Out](#)

Cash Request/Expenditure Report Menu

[Instructions](#)

**Select program
(if applicable)**

Program

- Select program...
- TitleI-6200
- TitleID-NorD-6230
- TitleII-A-6310
- TitleIII-EL-6925
- TitleIII-ImmigrantEd-6926
- TitleIV-A-SSAE-6969

TESThost us



For additional information please contact the Nebraska Department of Education

[Contact Us](#)

Reimbursement Page

This page allows you to

- Create a new request
- Delete a request (if needed)
- Open/edit a current request
 - If a request was sent back, you can make edits once you open the request

Cash Request/Expenditure Report Menu

[Instru](#)

Program

Cash Requests:

Select a Cash Request/Financial Report from the list(s) below and press one of the following buttons:

[Open Request](#)

[Create New Request](#)

[Delete Request](#)

Select	Reimbursement Request	Type	Date Created	Date Submitted	Final Approval Date	Status	Status Date	Amount	History
<input type="checkbox"/>	Reimbursement Request 2	ARP-Act-ESSER-III-NS (R)	10/21/2022 2:40:20 PM	6/12/2023 3:55:16 PM		Returned for Changes	6/15/2023 8:14:55 AM	\$152,387	View History
<input type="checkbox"/>	Reimbursement Request 1	ARP-Act-ESSER-III-CA (R)	7/7/2022 4:19:41 PM	7/7/2022 4:25:02 PM	8/4/2022 7:53:19 AM	Approved	8/4/2022 7:53:19 AM	\$130,899	View History

Reimbursement Page (RR page)

Cash Request/Expenditure Report Menu

[Instructions](#)

Program ARP-Act-ESSER-III-6998 ▾

Cash Requests:

Select

*To see who was working on your grant or
dates when things were done*

Select	Reimbursement Request	Type	Date Created	Date Submitted	Final Approval Date	Status	Status Date	Amount	History
<input type="checkbox"/>	Reimbursement Request 2	ARP-Act-ESSER-III-NS (R)	10/21/2022 2:40:20 PM	6/12/2023 3:55:16 PM		Returned for Changes	6/15/2023 8:14:55 AM	\$152,899	View History
<input type="checkbox"/>	Reimbursement Request 1	ARP-Act-ESSER-III-CA (R)	7/7/2022 4:19:41 PM	7/7/2022 4:25:02 PM	8/4/2022 7:53:19 AM	Approved	8/4/2022 7:53:19 AM	\$130,899	View History

Status Change	UserId	Action Date
Final Approved	Jmaly	01-31-2023
Submitted to NDE	65131675805286400	01-27-2023
Returned for Changes	Jmaly	01-27-2023
Submitted to NDE	65131675805286400	01-27-2023
Returned for Changes	Jmaly	01-27-2023
Submitted to NDE	65131675805286400	11-22-2022

The following Payment History contains all GMS Approved Payments that occurred between 1/31/2023 and 1/31/2023 .
This MAY be more than 1 payment.

Line Number	Program Description	Year	Business Unit	Amount
1	Title I- 6200	2022	13695124	\$1,111
Total				\$1,111

Creating a Request

Actual Expenditures YTD only need to be entered when Financial Report is required

Object Code Summary:

☐ Select here if this is the Final Reimbursement Request

Show Budget Summary: ☐ Yes ☒ No

Remove Blank Rows from Display: ☒ Yes ☐ No

Enter whole dollar amounts only

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD	Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
100 - Salaries	\$83,539	\$0	\$0	\$83,539	\$71849	\$71,849
200 - Employee Benefits	\$20,885	\$0	\$0	\$20,885	\$20885	\$20,885
300 - Professional & Technical Services	\$0	\$0	\$0	\$0	\$0	\$0
400/500/800 - Other Purchased Services	\$0	\$0	\$0	\$0	\$0	\$0
600 - Supplies	\$100	\$0	\$0	\$100	\$0	\$0
700 - Capital Assets	\$0	\$0	\$0	\$0	\$0	\$0
Indirect Costs (max approved rate is 0.9710%)	\$0	\$0	\$0	\$0	\$0	\$0
Totals:	\$104,524	\$0	\$0	\$104,524	\$92,734	\$92,734

1 - Submitted Expenditures YTD does not include line items on this Reimbursement Request / Closeout

Expenditures:

Expenditures Object Code	Current Expenditure	Date	Delete
100 - Salaries	\$71849	June 2023	<input type="checkbox"/>
200 - Employee Benefits	\$20885	June 2023	<input type="checkbox"/>

Total Expenditures: \$92,734

[Add Additional Entries](#)

[Save Page](#)

[Calculate Totals](#)

☐ Add Comment to NDE

☐ Add Comment to LEA

TitleI-6200

Actual Expenditures YTD only need to be entered when Financial Report is required

Object Code Summary:

☐ Select here if this is the Final Reimbursement Request

Show Budget Summary: ☒ Yes ☐ No

Remove Blank Rows from Display: ☒ Yes ☐ No

Note: The following table shows amounts from the last approved budget for this program.

Activity Description	100 - Salaries	200 - Employee Benefits	300 - Professional & Technical Services	400/500/800 - Other Purchased Services	600 - Supplies	700 - Capital Assets	TOTAL
Homeless					100		100
Schoolwide (SWP)	83,539	20,885					104,424
Total Direct Costs	83,539	20,885			100		104,424
Total Budget							104,424

Enter whole dollar amounts only

Expenditure Object Code	Budgeted	Submitted Expenditures YTD 1	Scheduled Payments YTD	Remaining for Expenditure/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
100 - Salaries	\$83,539	\$0	\$0	\$83,539	\$71,849	\$71,849
200 - Employee Benefits	\$20,885	\$0	\$0	\$20,885	\$20,885	\$20,885
300 - Professional & Technical Services					\$0	
400/500/800 - Other Purchased Services					\$0	
600 - Supplies					\$0	
700 - Capital Assets					\$0	
Indirect Costs (max approved rate is 0.9710%)	\$0	\$0	\$0	\$0	\$0	
Totals:	\$104,524	\$0	\$0	\$104,524	\$92,734	\$92,734

Clicking "yes" will show you what is on your budget page in the grant in a table

Reimbursement of Funds – Final

Application: 2021-2022 ESEA FUNDING - NDE - 01
Application Cycle: Reimbursement Request 2

Reimbursement Request

LBA Contact:
First Name:
Phone:
Email Address:

Title: 9200

Object Code Summary:
Show Budget Summary: ☐ Yes ☒ No Remove Blank Rows from Display: ☒ Yes ☐ No

Expenditure Object Code

	Budgeted	Submitted Expenditures YTD \$	Scheduled Payments YTD	Enter whole dollar amounts only	Remaining for Expenditures/ Payment	Actual Expenditures YTD	(Overpaid)/ Underpaid
300 - Salaries	\$6,657,745	\$2,200,954		\$0	\$4,456,792	\$657,745	\$4,656,792
300 - Employee Benefits	\$1,985,547	\$709,643		\$0	\$1,275,904	\$1,985,547	\$1,275,904
300 - Professional & Technical Services	\$482,008	\$26,505		\$0	\$455,503	\$482,008	\$455,503
400/500/600 - Other Purchased Services	\$13,525	\$1,869		\$0	\$12,657	\$13,525	\$12,657
400 - Supplies	\$224,537	\$23,760		\$0	\$200,777	\$224,537	\$200,777
700 - Capital Assets	\$0	\$0		\$0	\$0	\$0	\$0
Indirect Costs (your approved rate is 2.4025%)	\$259,222	\$0		\$0	\$259,222	\$0	\$259,222
Totals:	\$9,524,577	\$2,972,729		\$0	\$6,551,848	\$9,226,047	\$6,551,848

1 - Submitted Expenditures YTD does not include line items in this Reimbursement Request / Closeout

Projected Grant Closeout Summary

Approved Budget: \$9,524,577
Total of Payments Against Grant (includes Projected Closeout Payment): \$9,226,047
Unexpended Budget: \$298,530
Maximum Amount That Can Be Carried Over (15% of current allocation): \$1,437,657
Funds Transferred to Next Year for Agency: \$0
OR ☐ Release remaining funds to NDE (By selecting this box, funds are not transferred to next year)
Excess Funds Released to NDE: \$298,530
Note: Unfunded ASAR/AS22 transfer funds will be returned to original program.

Save Page Calculate Totals

Enter expenditure amounts and save prior to submission.

Attach Document
File name cannot include special characters (e.g., &, #, & " "). and cannot exceed 10 MB. Uploading files that do not comply with these restrictions may result in error and loss of data.
Choose File for the chosen

Save Page

☐ Check here if documentation has been sent to NDE via Mail

I Certify that, to the best of my knowledge and belief, this report is true and correct in all aspects; supporting documentation for all entries in the accounting records are on file and will be retained for five (5) years or until the Applicant is notified that such records are no longer needed for administrative reasons; and the federal funds have been expended only for the purposes they were granted.

Save Page Calculate Closeout Amounts


Be sure to
click the
recalculate
closeout
prior to
submitting

Updated tab at the bottom of the RR

Enter expenditure amounts and save prior to submission


YTD Detailed Expenditure Reports

Previously Attached Documents:

[ARP Homeless Docs Sept to Dec 2022-79157-387418-2232023-134436.pdf](#) 

YTD Payroll Records

Previously Attached Documents:

[ARP Homeless Docs Sept to Dec 2022-79157-387418-2232023-134521.pdf](#) 

Supporting documentation for Age Classifications, Allowable Uses, etc.

Needed on ESSER's- take the report from your accounting records and mark the allowable use (AU) items fall under.

Example: an invoice for laptops, mark AU #10 - technology

Documents needed

- Year To Date detailed Expenditure Reports.
 - For ESSER - mark which allowable use each item falls under
- Year to Date Payroll Records (if paying staff)
- Fund Audit Report/Account Inquiry



Budget Codes

- 100 – Salaries
- 200 – Employee Benefits (Includes ALL benefits: Insurance, SS, Retirement, State Taxes, etc.)
- 300 – Purchased Professional & Technical Services (Workshop & Registration Fees, Mileage, Tuition for a Staff Member, ESU Services using Federal Funds)
- 400 – Purchased Property Services (Leases, Project Manager, Contractors, etc.)

Codes

- 500 – Other Purchased Services (Purchased from another District, Travel, Communications & Printing)
- 600 – Supplies (Equipment less than \$5,000 per item, Web Cloud Software, Computers, etc.)
- 700 – Property/Capital (Equipment or Existing Infrastructure Assets greater than \$5,000) USED for

ESSER Construction Projects – ALWAYS NEEDS PRE-APPROVAL

- <https://www.education.ne.gov/FOS/users-manual/>

- **22-23 ESSA Funds** - submit all Reimbursement Requests to NDE by **11-15-2023**
- **ESSER II** - All RR's must be submitted by **11-15-2023**
- **ESSER III**— All reimbursement requests must be submitted by **11-15-2024**
- **Spend your allocations - We don't want to return the money to the Federal Government!**
- *Please pay attention to the automated emails that come that indicate deadlines and what is missing! These are critical for reimbursement purposes.*

Need Reminders?

There is a Reimbursement Requests section on the ESSA Canvas Hub



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Applicant: **2022-2023 ESSA Consolidated - 6201 - 00- Amendment 1** Consolidated Application ESSA Consolidated - 6201 [Printer-Friendly](#)
[Click to Return to GMS Access/Select Page](#)
[Click to Return to Menu List / Sign Out](#)

Overview	Allocations	Contact Information	District Goals and Needs	Amendment Description	Submit	Application History	Page Lock Control	Application Print
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ESSA Consolidated - Overview [Instructions](#)
[ESSA Canvas Help Link](#)

Program: The ESSA Consolidated Application includes the annual applications for:

- Title I, Part A** Improving the Academic Achievement of the Disadvantaged (CFDA #84.010A)
- Title I, Part D** Prevention and Intervention Programs for Children and Youth who are Neglected, Delinquent, or At-Risk (CFDA #84.010D)
- Title II, Part A** Supporting Effective Instruction (CFDA #84.367A)
- Title III** English Language Acquisition (CFDA #84.365A)
- Title III** Immigrant Education (CFDA #84.365)
- Title IV, Part A** Student Support and Academic Enrichment (CFDA #84.424A)

Not sure how much you have spent?

On the budget page, there is a table that displays any amounts/ payments you have already claimed

[Link to return to main list / sign out](#)

Overview	Allocations/Contact Information	Program Information	Staff/Equipment	Budget	Assurances/GEPA	Amendment Description	Submit	Application History	Page Lock Control	Application Print
Budget Detail					Budget Summary					

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536)

[Instructions](#)

This page has been locked by the agency review. You must unlock it on the Page Control Tab if changes are needed.

Note: This Object Code summary displays amounts already paid, to aid in budget amendments. This does not include those reimbursement request(s) submitted but not approved. Do not reduce any Object Code Total below what has already been paid.

Paid to Date Amounts	100 - Salaries	200 - Employee Benefits	300 - Professional & Technical Services	400/500/800 - Other Purchased Services	600 - Supplies	700 - Capital Assets	Indirect Cost
	\$3,526,844	\$827,693	\$315,070	\$64,175	\$1,658,989	\$269,188	\$0
Current Budgeted Amounts by Object Code	\$3,685,082	\$870,133	\$431,635	\$1,073,660	\$1,726,110	\$223,516	\$0

This table can help when making amendments

Note: This Object Code summary displays amounts already paid, to aid in budget amendments. This does not include those reimbursement request(s) submitted but not approved. Do not enter any Object Code Total below what has already been paid.

Paid to Date Amounts	100 - Salaries	200 - Employee Benefits	300 - Professional & Technical Services	400/500/800 - Other Purchased Services	600 - Supplies	700 - Capital Assets	Indirect
	\$3,526,844	\$827,693	\$315,070	\$64,175	\$1,658,989	\$269,188	
Current Budgeted Amounts by Object Code	\$3,685,082	\$870,133	\$431,635	\$1,073,660	\$1,726,110	\$223,516	

When making an amendment, you can't budget less than you have already been paid.

Total CRRSA-ESSER-II-Fund 6997 Funds							Delete Row
\$164,300							<input type="checkbox"/>
\$110,190							<input type="checkbox"/>
05-Unique Needs Activities	647996	142244	7000	0	4320	0	\$801,560 <input type="checkbox"/>
08-Supplies	0	0	0	0	66815	0	\$66,815 <input type="checkbox"/>
10-Technology	0	0	0	0	495760	223516 ##	\$719,276 <input type="checkbox"/>
11-Mental Health Services and Supports	40000	9000	152672 ##	0	73885	0	\$275,557 <input type="checkbox"/>
12-Summer Learning and Afterschool	332162	60000	1000	473907	32013	0	\$899,082 <input type="checkbox"/>
13-Renewal and Acceleration	2490864	626389	218463	0	1037887	0	\$4,373,603 <input type="checkbox"/>
16-Other Activities	0	0	0	599753	0	0	\$599,753 <input type="checkbox"/>
	0	0	0	0	0	0	\$0 <input type="checkbox"/>
	0	0	0	0	0	0	\$0 <input type="checkbox"/>
	0	0	0	0	0	0	\$0 <input type="checkbox"/>
Sub Total	\$3,685,082	\$870,133	\$431,635	\$1,073,660	\$1,726,110	\$223,516	\$8,010,136

Create Additional Entries

***** TOTALS *****	\$3,685,082	\$870,133	\$431,635	\$1,073,660	\$1,726,110	\$223,516	\$8,010,136
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Budgeted amount and amount requested on the RR do not have to match exactly

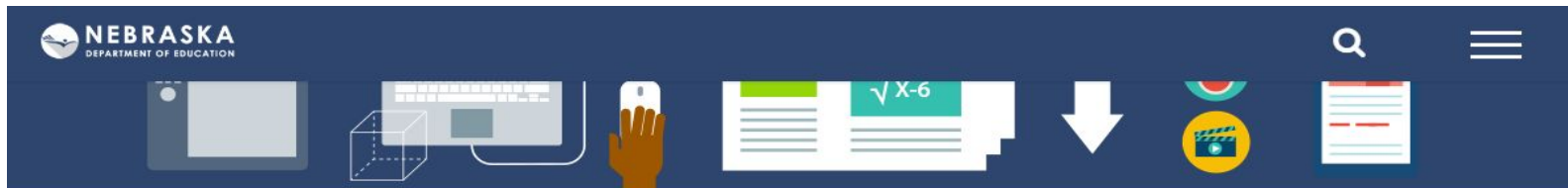
Allowable Variance by Budget code

The Secret is, the greater of :

- 25% or \$2,500 whatever is most beneficial to the District
- Example: a van was purchased, budgeted amount was \$60,000. Actual cost was \$64,542....that's ok!
- The RR will give you a red error if not close enough (on RR side)

Digital Subscriptions Update

The finance team released a memo laying out new guidelines for digital subscriptions with ESSER funds



Finance and Organizational
Services Home

[Data Searches & Tables](#)

[Forms](#)

[Payment Information](#)



Questions, Comments, or
Corrections? Let us know!

Announcements / New Information [date posted]

- [2023 Clean School Bus Rebate Program](#) [10/11/2023]
- [2022/23 School District Annual Financial Report Information](#) [10/02/2023]

Upcoming Due Dates/Dates of Importance

- [2023/24 School District Budget-Related Information](#) [Due 09/30/2023]

Most Recent “Announcements/Reminders from School Finance & Organization Services” Email (SFOS Bulletin)

- [October, 2023](#)



Programs

- [Annual Financial Report \(ESU\)](#)

Updated ESSER Guidance

The following is expanded ESSER guidance that may allow multi-year curriculum purchases to be paid for in entirety without being pro-rated under the conditions noted below.

Subscriptions/Data Sets is defined as subscriptions to on-line services and systems which offer the use of information and data collected from another party.

The structure of a transaction is relevant, not all curricular purchases involve a subscription for "services." Instead, sometimes the school district purchases the use of perpetual digital content (material that does not change over this time), similar to the purchase of books or other physical materials.

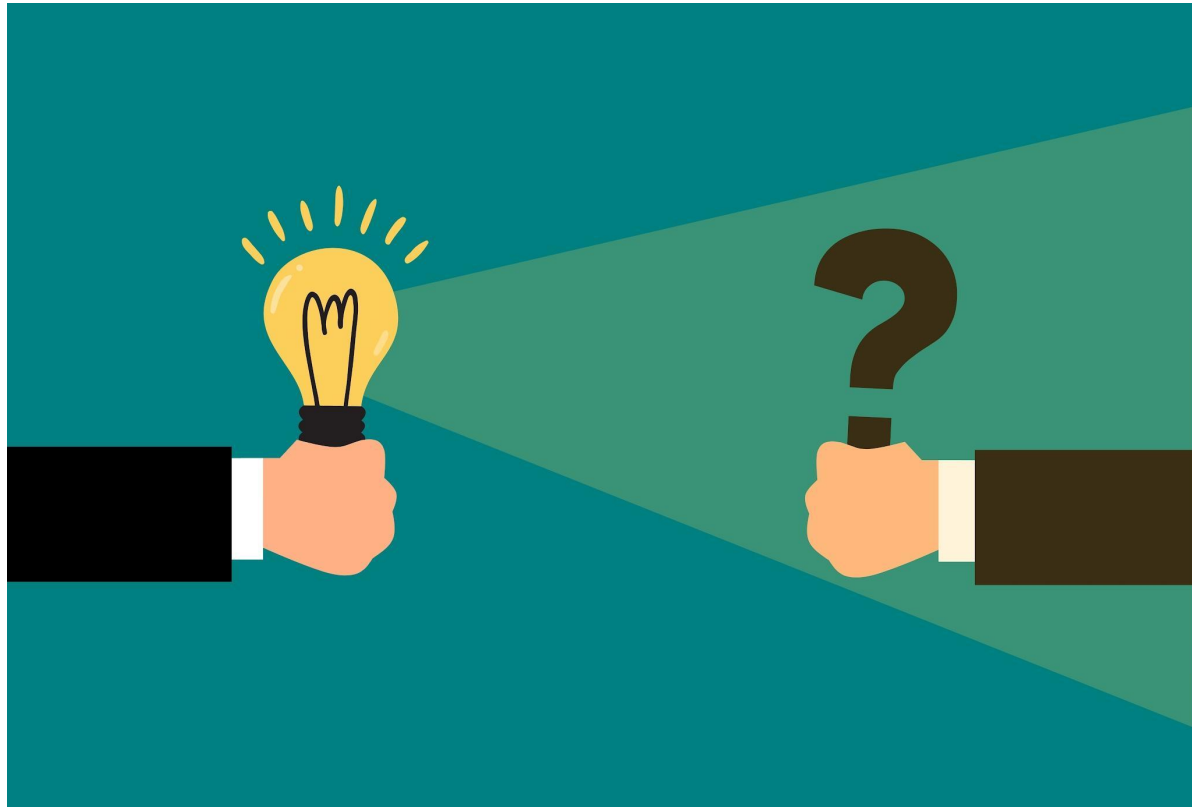
A multi-year curriculum subscription for digital content purchased within the period of performance is allowable with payment for the entire purchase price within the obligation or liquidation grant period(s) if all of the following factors are applicable and relevant:

- the subscription is not seen as an online service but rather a purchase for the use of information/digital content (i.e., curriculum) as described in the definition presented above,
- is consistent with historically approved grant funded curriculum purchases (including printed textbooks, workbooks, lesson planning, other material aids, and customer service contact information) whereas the more current/modern method of deliverables allow for the content to be received in a printed, digital, and/or blended format,
- such subscription provides access to a perpetual (non-changing) single copyright version or package of digital/print content, and
- access to a newer copyright version requires a new written agreement and the purchase price of a new package of deliverables.

The portion of the curriculum subscription that is a service (i.e., training and professional development) is allowable and prorated based on the services received on or before the end of the period of performance (i.e., ESSER III is September 30, 2024).

A two-contract method (one for each digital content and one for services), provides an ideal solution for separate invoicing of deliverables.

Questions?



Thanks for Attending!

Feel free to reach out when and if you have any questions.

