



First Steps System Point of Entry (SPOE) Semi-Monthly Invoice



Instructions: SPOE may bill the first two calendar months of contract on a semi-monthly basis. Please prorate by 1/2 the firm fixed price.

SUBMIT INVOICES TO:	Missouri Department of Elementary & Secondary Education Special Education Funds Management P.O. Box 480 Jefferson City, MO 65102	
Invoice No. (use a unique number with each invoice submitted):		
Name of SPOE (as listed on State Contract):		
SPOE Region:		
Invoice for Service Dates:		
Firm Fixed Price (Prorated):		
Provider Signature:		Date:
Employers Federal ID#:		
DESE USE ONLY		
DESE Approval:	_____	_____
	Signature	Date
Accounting Information:	_____	