



**SYSTEM POINT OF ENTRY (SPOE) MONTHLY CONTRACT INVOICE**

AGENCY NAME	SPOE REGION	INVOICE NUMBER	PO NUMBER (FOR DESE USE)
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**INSTRUCTIONS**

The Office of Special Education pays the System Point of Entry (SPOE) a monthly firm-fixed price to deliver First Steps services in accordance with contractual requirements. This invoice shall be submitted no later than the last business day of the month in which services are delivered.

For questions about the form, contact First Steps at 573-522-8762.

Submit the completed invoice to [sefirststeps@dese.mo.gov](mailto:sefirststeps@dese.mo.gov) or by mail to DESE:

Missouri Department of Elementary & Secondary Education  
ATTN: First Steps  
P.O. Box 480  
Jefferson City, MO 65102

**INVOICE INFORMATION**

MONTH/YEAR (MM/YY)	FIRM-FIXED MONTHLY PRICE	LINE NUMBER (FOR DESE USE)
		LINE # (2520)

**CURRENT FULL-TIME EQUIVALENT (FTE) SPOE PERSONNEL**

SPOE Director FTE	
Service Coordinator FTE	
Team Coordinator FTE	
Data Entry Staff FTE	
Secretarial Staff FTE	
TOTAL FTE	

**SPOE PERSONNEL CHANGES**

<input type="checkbox"/> New Hire	POSITION	NAME	FTE
<input type="checkbox"/> New Hire	POSITION	NAME	FTE
<input type="checkbox"/> Vacancy	POSITION	NAME	FTE
<input type="checkbox"/> Vacancy	POSITION	NAME	FTE

**SIGNATURE**

SIGNATURE OF AGENCY REPRESENTATIVE	PRINTED NAME	DATE OF SIGNATURE
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**FOR DESE USE**

APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE
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