



**SYSTEM POINT OF ENTRY (SPOE) TESTING PROTOCOLS INVOICE**

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

The Office of Special Education, through the Central Finance Office (CFO), reimburses the System Point of Entry (SPOE) for testing protocols for the First Steps programs. This invoice shall be submitted no later than 60 days from the date of purchase. A copy of the order, invoice or receipt from the purchasing company must be attached to this invoice.

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**

Date of Order	
Company Purchased From	
Type of Protocols	DAYC – 2 <sup>nd</sup> Edition
Number of Protocols (Sets of 25)	
TOTAL INVOICE AMOUNT (order, invoice or receipt required)	

**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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