



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION (DESE)
OFFICE OF CHILDHOOD - EARLY INTERVENTION



SYSTEM POINT OF ENTRY (SPOE) TESTING PROTOCOLS INVOICE

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

INSTRUCTIONS

The Office of Childhood, 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 573-522-0045.

Submit the completed invoice to EarlyIntervention@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 nd 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
------------------------------------	--------------	-------------------

FOR DESE USE

APPROVAL SIGNATURE	PRINTED NAME	DATE OF SIGNATURE
--------------------	--------------	-------------------

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.