

REIMBURSEMENT REQUEST INSTRUCTIONS & BEST PRACTICES

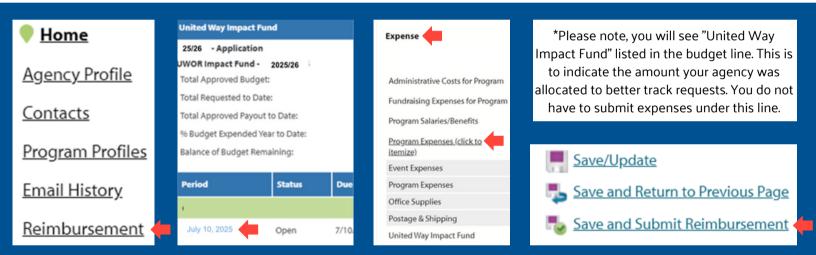
Grant Partners request or "draw down" allocated funds by submitting a reimbursement request. The portal for monthly funding requests/reimbursements is open in the e-CImpact system from the 1st - 10th of each month. Requests must be submitted by 5pm on the 10th.

Note: Projected Expenses are acceptable and expected to submit for.

Reimbursement Instructions:

1. Login to <u>https://agency.e-cimpact.com/login.aspx?org=45050Fs</u>

- 2. Click on "Reimbursement" on the left side navigation.
- 3. Select the fund then month you are requesting for.
- 4. Enter the "Actual Expenses for this Period." This includes projected expenses.
- 5. Click "Save and Submit Reimbursement".



REIMBURSEMENT BEST PRACTICES:

To facilitate cashflow and ensure even dispersal of funds, United Way of the Ocoee Region recommends the following for funding requests or reimbursements:

- Reimbursement requests should be submitted in e-CImpact at least once per quarter, <u>preferably on a</u> <u>monthly basis</u> (depending on size of allocation).
- Generally, requests can be made for up to one-fourth (1/4) of the total program allocation in a given month unless special circumstances warrant a need for funds. Please note, the size of the allocation may impact the amount that can be requested at one time.
- In the case of special circumstances, please contact the Director of Community Impact or the UWOR Accounting Department.
- The last period to request funds during the allocation cycle is during the June reimbursement period, or June 1st-10th, 2026. If your agency typically submits true reimbursements, please plan accordingly to accommodate the allocation. This may mean submitting projected expenses.

Note: if you do not see the reimbursement link, it is possible that it is not open yet or has already closed. Please reach out to shawnastaup@unitedwayocoee.org for further questions or issues.