

**The Council on Domestic Violence and Sexual Assault**

**CDVSA CONTACTS**

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**REIMBURSEMENT SCHEDULE**

MONTH	START DATE	END DATE	REIMB. FORMS DUE	PAYMENT DATE
JULY	7/1/2019	7/31/2019	8/15/2019	9/5/2019
AUGUST	8/1/2019	8/31/2019	9/16/2019	10/7/2019
SEPTEMBER	9/1/2019	9/30/2019	10/15/2019	11/5/2019
OCTOBER	10/1/2019	10/31/2019	11/15/2019	12/6/2019
NOVEMBER	11/1/2019	11/30/2019	12/16/2019	1/6/2020
DECEMBER	12/1/2019	12/31/2019	1/15/2020	2/5/2020
JANUARY	1/1/2020	1/1/2020	2/17/2020	3/9/2020
FEBRUARY	2/1/2020	2/28/2020	3/16/2020	4/6/2020
MARCH	3/1/2020	3/31/2020	4/15/2020	5/6/2020
APRIL	4/1/2020	4/30/2020	5/15/2020	6/5/2020
MAY	5/1/2020	5/31/2020	6/15/2019	7/6/2020
JUNE	6/1/2020	6/30/2020	7/15/2019	8/5/2020

**INSTRUCTIONS**

Reimbursement requests are due on the 15th calendar day following each monthly reporting period. If the 15th falls is a Saturday or Sunday then the due date becomes following Monday. All requests need to be signed, scanned and emailed to [CDVSA.grants@alaska.gov](mailto:CDVSA.grants@alaska.gov). When requesting a reimbursement please complete the designated Excel tab for each month. The CDVSA expects to receive a reimbursement request every month. If no reimburesment is being requested then a zero-dollar request needs to be submitted.

The same person cannot sign the forms as the "preparer" and "authorizer." These must be two different people. The "authorizer" must also be an identified as an approved signer on CDVSA's "Authorizing Official Reporting Form".

Please allow three weeks for payments to be made. CDVSA processes requests within 3 to 5 business days. Certification of payment can take an additional 7 to 10 business days. Late submissions may be delayed and processed the following monthly reimbursement schedule.