



**Mississippi Department of Public Safety**  
**Office of Homeland Security**



# Reimbursement Requests

1. Reimbursement shall be based upon authorized and allowable expenditures and the submission of timely quarterly Project Progress Reports. Payments will be withheld pending correction of deficiencies.
2. Reimbursement of expenditures may be requested at any time within the grant award period.
3. Reimbursement request must be submitted on agency letterhead with supporting source documentation (copies of paid invoices, receipts, timesheets with name/wage/hours and copies of canceled checks or documentation of proof of payment).
4. All sub recipients must register as a **vendor** in MAGIC at one of the following:

[http://www.mmrs.state.ms.us/vendors/Supplier\\_Self-Service.shtml](http://www.mmrs.state.ms.us/vendors/Supplier_Self-Service.shtml) (supplier/vendor self-service link)

<https://sus.magic.ms.gov/sap/bc/webdynpro/sapsrm/wda> e suco sreg?sap-client=100 (ROS Page).

**Vendor required information:** Jurisdiction name, address, vendor #/ID#, financial institution (bank) information.

5. MAGIC registrations questions: Bob Lowery 601-576-1160 [Bob.Lowery@dfa.ma.gov](mailto:Bob.Lowery@dfa.ma.gov) or The MAGIC Help Desk at 601-359-1346