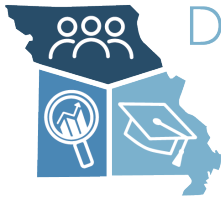


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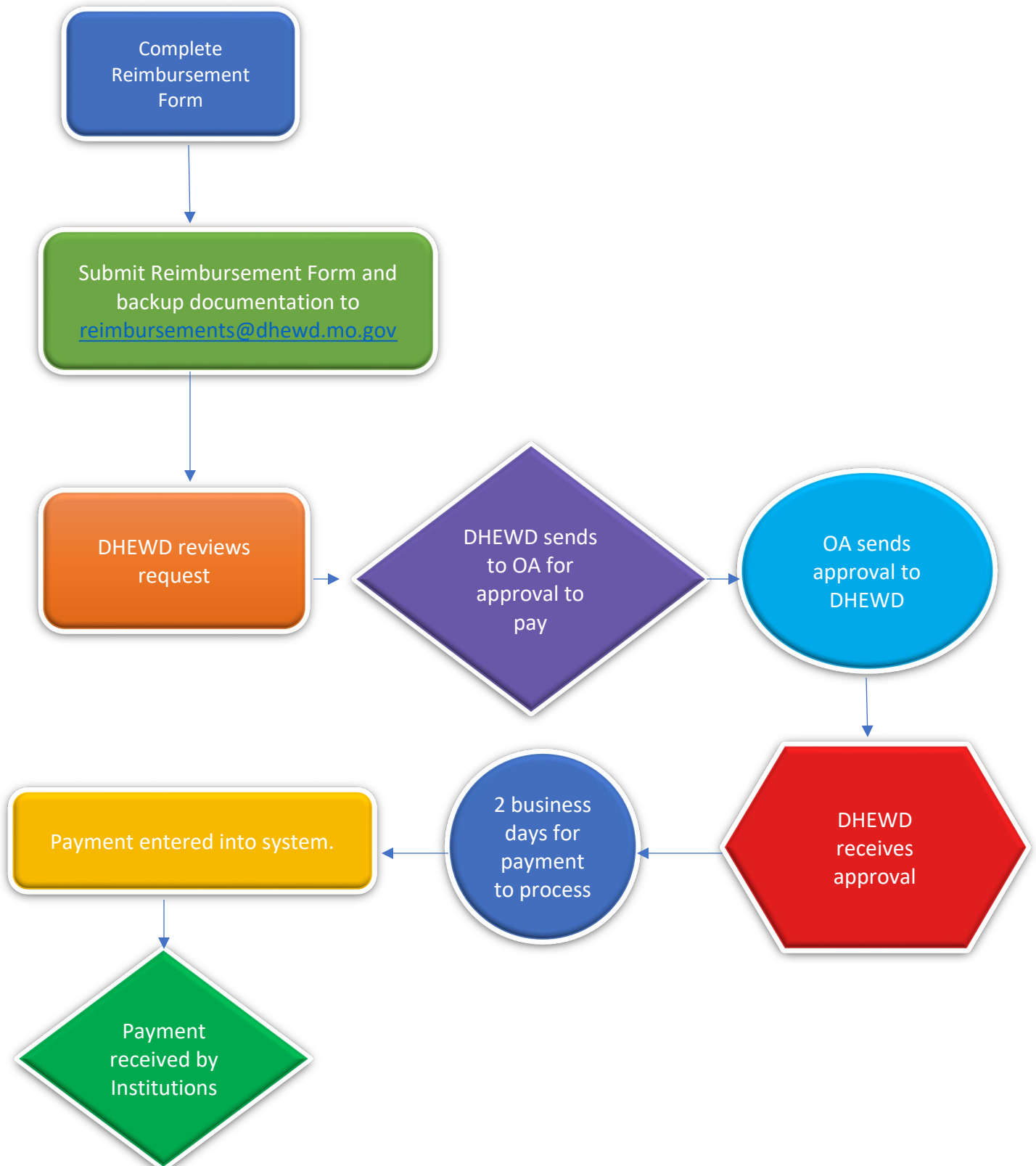
Capital Improvement Application Submissions Process

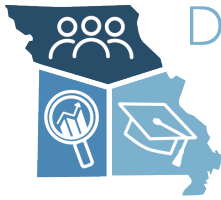
When submitting any Capital Improvement reimbursement request, a reimbursement form must be completed. You can find the form at: <https://dhewd.mo.gov/>. For guideline of Capital Funds, see page 2. Steps are below on how to submit your reimbursement request.

- Complete reimbursement form.
- Have all backup documentation to support your reimbursement request. The backup documentation must show proof of payment. Purchase Orders or Packing Slips will not be accepted in lieu of Invoices. Expenses must meet the guidelines for Capital Improvements approved in the associated House Bill.
- Once the form is complete and all backup documentation is available, showing proof of payment, send request and documentation to reimbursements@dhewd.mo.gov.
- When the form and documentation is received, they will be reviewed. Once reviewed and documentation is sufficient, the reimbursement request will be sent to Office of Administration (OA) for approval to pay. If documentation is missing, we will notify you by email. Your request will not be processed until all proper backup documentation has been received.
- Once OA approves the reimbursement, they will notify DHEWD and we will process the payment. Once payment is submitted into the system, it takes up to two business days before the funds are received.



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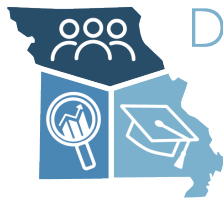
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GUIDELINES FOR CAPITAL REIMBURSEMENT ALLOWABLE AND NON-ALLOWABLE EXPENSES PER STATE STATUTE 173.480

1. No moneys shall be distributed through the fund without a line item appropriation for a specific project. A public college or university may use the matching funds for new construction, rehabilitation, maintenance, renovation, or reconstruction. A public college or university **shall not** use any matching funds received for any athletic facilities, parking structures, or student housing.
2. Matching funds distributed shall be limited to fifty percent (50%) of the project's cost. To qualify for matching funds, an application must be completed and submitted to the commissioner of higher education that demonstrates that it has obtained fifty percent (50%) of the project's cost through private donations or grants. **No funds** from the higher education capital fund will be made available to match funds that a public college or university has obtained from its operating budget, tuition, fees, the issuance of revenue bonds or general obligation bonds, or from any state appropriation.
3. In accordance with sections [30.170](#) and [30.180](#) the state treasurer may approve disbursements. The fund shall be a dedicated fund and, upon appropriation, money in the fund shall be used solely for the administration of statute 173.480.

The complete State Statute 173.480 can be found at:

<https://revisor.mo.gov/main/OneSection.aspx?section=173.480&bid=8845&hl=>



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Questions or Concerns:

For any questions or concerns, please direct them to reimbursements@dhewd.mo.gov or call 573-751-2361.