



STATE OF MISSOURI
 DEPARTMENT OF AGRICULTURE
 AG BUSINESS DEVELOPMENT DIVISION – MISSOURI GROWN PROGRAM
Promoting Specialty Crops in Missouri Schools
Reimbursement Application and Agreement

SCHOOL/ECE NAME		MO Buys NUMBER:	
CONTACT PERSON			
MAILING ADDRESS			
CITY	STATE	ZIP CODE	COUNTY
PHONE	EMAIL ADDRESS		
LIST OF SPECIALTY CROPS PURCHASED AND HOW WERE THEY SERVED TO THE STUDENTS? More space in Survey for this information.			
FARMER NAME/BUSINESS NAME:	# STUDENTS SERVED SPECIALTY CROP:	# OF STUDENTS IN EDUCATIONAL LESSONS:	
HOW DID YOU CONNECT WITH A FARMER?	WOULD YOU WORK WITH A LOCAL PRODUCER AGAIN? WHY?		
Total Specialty Crop Costs being submitted: \$			
_____ Authorized Signature		_____ Date	
The person signing and receiving payment should correspond with the schools MO Buys number submitted on the Missouri Buys Registration. The person also agrees that all information is true and accurate in this application and agrees to the terms.			
SPECIFICATIONS:			
<ul style="list-style-type: none"> Early Childhood Education Centers must be registered with the state to be eligible for reimbursement. This funding is available while funds last. The funding covers specialty crops that are consumable. Product may NOT be sent home. Only costs for reimbursement of specialty crops purchases after April 1, 2022 and by September 28, 2024 from a Missouri farmer will be accepted. Completed paperwork is due to MDA by October 15, 2024. Submit a paid, zero-balance invoice <u>and</u> a proof of payment for the specialty crop purchase. Invoices must be dated, show seller name and address, list quantities of each item purchased, price per unit and total cost for each item purchased. See example invoice on website. Submit the completed “Specialty Crop Education Survey”. This is to be completed by the school/ECE staff member who organized or lead the educational activity. MO BUYS REGISTRATION – must be completed and submitted to the Office of Administration (OA) through OA’s secured web portal https://missouribuys.mo.gov/registration Include all necessary documentation listing above when applying. Incomplete applications cannot be processed and will be returned. Application packets should be emailed to: Grants@mda.mo.gov or mailed to: Missouri Department of Agriculture Ag Business Development – Missouri Grown Program PO Box 630 Jefferson City, MO 65102-0630 <p>Please direct questions to 573-751-8596 or Grants@mda.mo.gov</p>			
FOR MDA OFFICE USE ONLY			
<input type="checkbox"/> Completed Application/Agreement			
<input type="checkbox"/> Paid Receipts/Invoices			
<input type="checkbox"/> Completed Education Survey			
<input type="checkbox"/> Registered in MO Buys			
APPROVED REIMBURSEMENT AMOUNT:			\$