Department of Finance & Administration

MEMO

To: **OCJP Subrecipients**

From: **Jennifer Brinkman, Executive Director**
Office of Criminal Justice Programs

Date: **May 28, 2025**

Subject: **Outstanding Invoices and Reimbursements**

[All Reimbursement Subrecipients] 2025

The Office of Criminal Justice Programs (OCJP) recognizes the end of the fiscal year, June 30, 2025, is quickly approaching. This is the time for agencies to review accounting records for all OCJP contracts in preparation for the fiscal year end.

Agencies must ensure all invoices and inter-unit journals have been submitted to date and ensure all payments have been received for state fiscal year FY 2025.

- If, in this review, unsubmitted invoices are identified, please remit the invoices immediately to obf.grants@tn.gov.

- If, in this review, missing payments for a current FY 2025 contract are identified, immediately contact the Office of Business and Finance at obf.grants@tn.gov and copy your OCJP Program Manager.

Per the OCJP Grants Manual, Section VII Reporting Requirements, Subsection (C) Invoice for Reimbursement, "It is **strongly recommended** that agencies invoice monthly, when monthly expenditures are incurred. However, subrecipient agencies can invoice quarterly. If invoicing quarterly, agencies **MUST request reimbursement 30 days after the end of each quarter for all the expenses incurred during the quarter in its entirety**."

Failure to provide proper and timely reconciliation of OCJP contracts will not be means for requesting post due payments. Agencies should take steps now to reconcile their books, ensure all invoices/IUs have been submitted and payments received, ensure invoicing is timely through the fourth quarter of the fiscal year and track and confirm all final reimbursements for the final quarter of the fiscal year.

Please contact your OCJP Program Manager if you have any questions.