

OCM Grants Portal Invoicing Guide

Use this guide to submit a reimbursement request through the Minnesota Office of Cannabis Management Grants Portal.

Before you begin

- Complete a separate invoice and financial status report (FSR) for upload.
- Gather supporting receipts or other files you plan to include. The portal allows up to 10 files in the receipt upload area.

Step-by-step instructions

Step 1: Sign in to the OCM Grants Portal

Sign in to the portal at <https://mn.gov/ocm/grants-portal/>.

Note: Your username is your email address followed by. ocm (for example, abc@abc.org.ocm).

Step 2: Select the My Projects tab on the dashboard

In the main navigation, select **My Projects**.



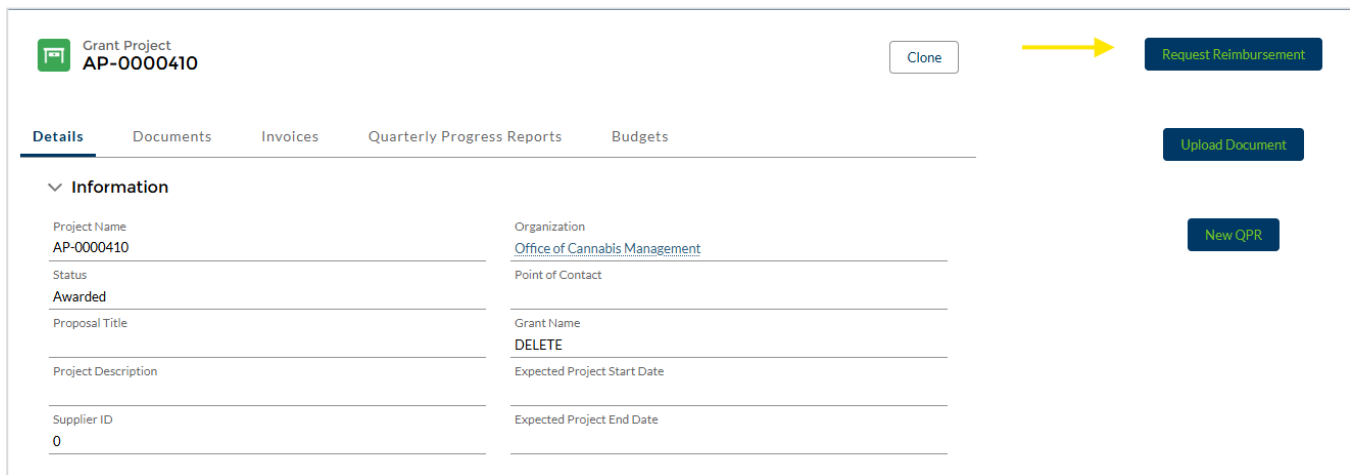
Step 3: Select the awarded project

Under **My Projects**, select the project name of your awarded project.

Grant Projects						
My Projects ▾						
2 items • Sorted by Project Name • Filtered by All grant projects • Updated 3 minutes ago						
	Project Name ↑	Status	Proposal Title	Grant Name	Expected Project Start Date	
1	AP-0000090	Not Selected	Test	CanRenew FY26A	3/24/2025	
2	AP-0000410	Awarded		DELETE		

Step 4: Select Request Reimbursement

On the Grant Project page, select **Request Reimbursement** to open a modal.



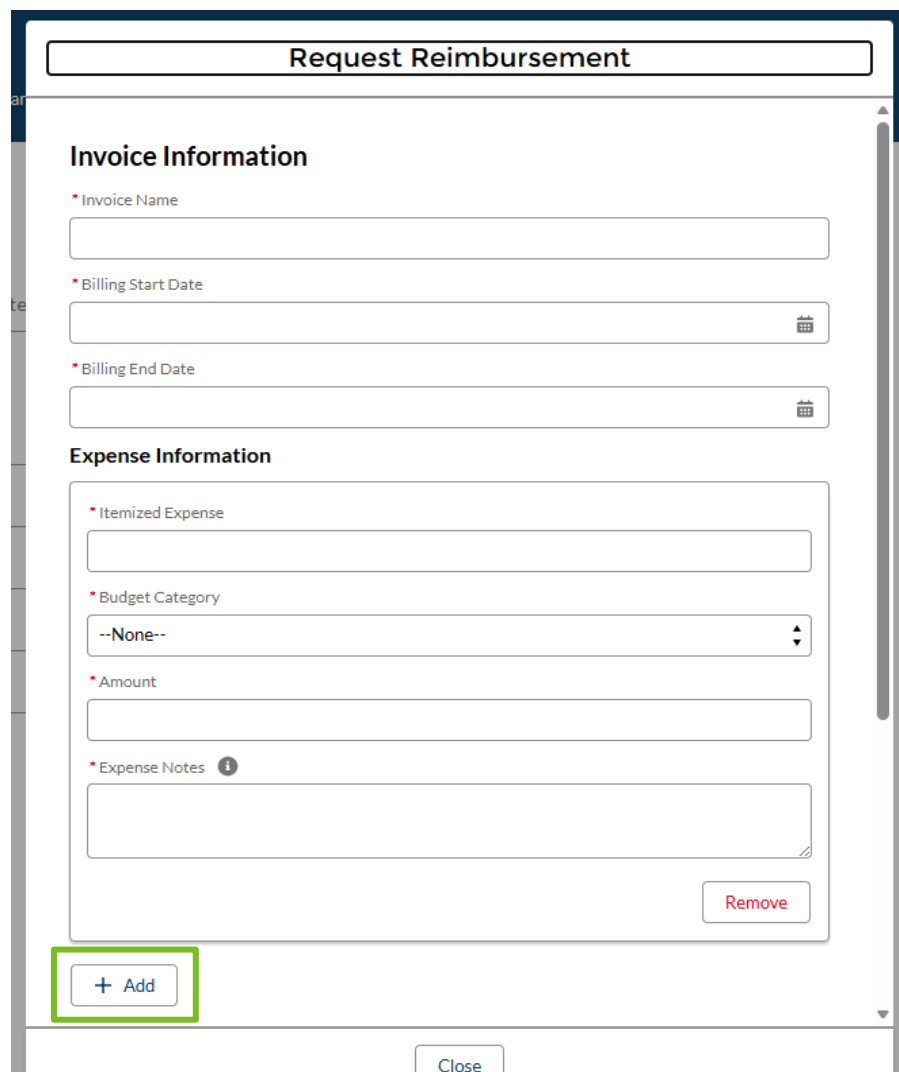
The screenshot shows the 'Grant Project' page for project 'AP-0000410'. At the top right, there is a 'Clone' button and a 'Request Reimbursement' button, which is highlighted with a yellow arrow. Below the project name, there are tabs for 'Details', 'Documents', 'Invoices', 'Quarterly Progress Reports', and 'Budgets'. The 'Details' tab is active, showing a form with fields for Project Name, Status, Awarded, Proposal Title, Project Description, Supplier ID, Organization, Point of Contact, Grant Name, Expected Project Start Date, and Expected Project End Date. There are also buttons for 'Upload Document' and 'New QPR'.

Step 5: Complete the reimbursement request

In the Request Reimbursement modal, enter the invoice name and billing start and end dates. For each expense, name the itemized expense, select the correct budget category, enter the amount, and add clear expense notes.

To enter more than one line item, select **+ Add** and enter the details for your next expense. Repeat for as many expenses as needed. If you need to delete an expense, select **Remove**.

When all expenses have been entered, continue.



The screenshot shows the 'Request Reimbursement' modal. It has a title bar 'Request Reimbursement'. Below it, there are sections for 'Invoice Information' and 'Expense Information'. The 'Invoice Information' section has fields for 'Invoice Name', 'Billing Start Date', and 'Billing End Date'. The 'Expense Information' section has a list of expense items, each with fields for 'Itemized Expense', 'Budget Category', 'Amount', and 'Expense Notes'. There is a '+ Add' button at the bottom left and a 'Remove' button at the bottom right of the expense list. A 'Close' button is at the bottom right of the modal.

Step 6: Upload the invoice and financial status report

Upload a completed invoice and financial status report (FSR). The reimbursement request will be denied if these are not included. You may use your own invoice/FSR documentation or the OCM template below. You may upload multiple files if these are separate documents.

OCM template: [Invoice and Financial Status Report for Grant Reimbursement](#)

Please name your receipts/files with a description of what they are.
Max of 10 files

Optional: Upload file(s) below

  Or drop files

Step 7: Certify and sign the request

Check the certification box to electronically sign the invoice. The signer must be an authorized official of the grantee organization.

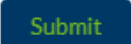
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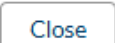
This invoice must be signed by the official of the grantee agency with the authority to submit these expenses for payment for this grant. By electronically signing this invoice, I certify to the best of my knowledge and believe that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2,1001,1343, and Title 31, Sections 3729-3730 and 3801-3812.

Step 8: Submit the request

Select **Submit** to complete the reimbursement request.

Note: Invoices cannot be amended once they have been submitted.



Step 9: Submission confirmation

The portal displays a confirmation message and invoice number after a successful submission. Record the invoice number for your files, then select **OK**.

Request Reimbursement

Your invoice **I-000129** has been created successfully





Review submitted invoices

To review your submitted invoice, select the **Invoices** tab under your grant project.

 Grant Project
AP-0000410

Clone

Request Reimbursement

Details

Documents

Invoices

Quarterly Progress Reports

Budgets

Information

Project Name
AP-0000410

Organization
[Office of Cannabis Management](#)

Status
Awarded

Point of Contact

Upload Document

New QPR

From the **Invoices** tab, you'll be able to open your submitted invoices and view their status by clicking on the invoice number.

 Grant Project
AP-0000410

Clone

Request Reimbursement

Details

Documents

Invoices

Quarterly Progress Reports

Budgets

Invoices (6+)

Invoice	Total Amount	Status	Invoice Date	
I-000101	\$150.00	Canceled	8/3/2026	▼
I-000102	\$200.00	Canceled	8/4/2026	▼
I-000103	\$10.00	Canceled	8/6/2026	▼
I-000105	\$100.00	Canceled	8/6/2026	▼
I-000106	\$100.00	Canceled	8/7/2026	▼
I-000107	\$150.00	Canceled	8/7/2026	▼

View All

Need assistance? Contact the Minnesota Office of Cannabis Management at grants.ocm@state.mn.us.

Upload Document

New QPR

If we need additional information to process your invoice, we will contact you by email. We may request that you upload supporting documentation to the grants portal.

Detail required in the FSR line-item descriptions

The table below outlines the information required in the description box for each FSR your organization submits.

All expenses must be allowable under the grant agreement, charged to an approved budget category, and consistent with the approved workplan and budget, as amended or revised with required approval. Refer to the [OCM Grant Budget Allowability Guide](#) for additional information as needed.

Use the description box to provide enough detail for OCM to determine that each expense is allowable, necessary, reasonable, allocable, and directly related to the approved workplan and budget. The description box is a summary of the expense; it does not replace required source documentation such as invoices, receipts, payroll records, time records, travel documentation, contracts, procurement records, distribution logs, or other supporting records.

The level of detail provided in the description should be sufficient for OCM to understand all of the following:

- What the expense was
- When the expense was incurred or the service was provided
- Who incurred the expense or received the assistance, when applicable
- How the amount was calculated
- How the expense relates to the approved grant activities
- How the amount charged to the grant was determined, including the allocation methodology when applicable

Expenses must be reported based on actual allowable costs incurred during the applicable grant period and reporting period. Do not use estimated, projected, or averaged costs or hours when actual amounts are available.

Budget category	Itemized expense - detail required	Examples
Salaries - personnel	List each staff person separately and include: • Staff name or initials • Job title/role • Actual wages charged to the grant in current invoice • Grant-funded hours or other documented allocation basis	Case Manager – JM, Case Manager – 20 actual grant hours × \$20/hr = \$400; supported by time records.
Salaries – fringe benefits	Itemize each applicable benefit type and identify the actual amount charged to the grant and the allocation methodology used. Allocation must be supported by the organization's documented methodology and applicable payroll records.	Case Manager – JM - Total Fringe FICA – \$30.60; UI – \$8.25; workers' compensation – \$12.50; health insurance – \$65.00; retirement – \$17.00; total fringe = \$133.35.

Budget category	Itemized expense - detail required	Examples
Contractual	Include: - Contractor/vendor name - Dates of service or date(s) incurred - Total amount billed in Current Invoice - Contractor travel, if applicable - Amount charged to the grant, if different from the total invoice <i>Note: Preapproval may be required depending on contract.</i>	Northern Insights Evaluation – \$75/hr × 25 actual hours; evaluation services provided May 1–31; deliverable-based contract payment of \$1,875
Travel	Itemize each staff travel expense: - Traveler name/role - Date(s), destination, and purpose - Type of travel cost and amount - Mileage + miles driven (if applicable) - Amount charged to the grant, if different from total cost	JM – Duluth youth conference, May 14–15, grant-related training: registration \$150; 180 actual miles × applicable mileage rate = \$94.50; hotel \$208.11; meals \$74; parking \$30.
Training	Itemize each training cost by type and include: - Name/type of training - Date(s) incurred - Type of cost (registration, materials, platform) - Amount charged to the grant, if different from total cost	Certification training – registration \$300; training supports grant-required program implementation Zoom – online training platform for May training event, \$30 for 1-month subscription
Supplies	Itemize supply costs: - Vendor/supplier - Date purchased - Item/type - Quantity, if helpful - Total cost - Amount charged to the grant, if different from total cost	Workshop supplies (paper, pens, whiteboard markers, large pads) – \$115.14 for May participant workshop

Budget category	Itemized expense - detail required	Examples
Equipment	Itemize equipment purchases: • Description and intended grant use/purpose • Quantity • Unit cost × total cost • Vendor • Amount charged to the grant, if different from total cost	Laptop – Dell Latitude, 1 × \$1,250 = \$1,250; used by grant-funded case management staff Two monitors – 2 × \$650 = \$1,300; used for grant program delivery
Other (including participant support)	Itemize each cost: • Purpose • If applicable, quantity or number of participants • Amount per unit • Total amount • Amount charged to the grant, if different from total cost <i>Note: Participant assistance must be documented in accordance with OCM requirements. Vendor payments, gift cards, cash cards, or similar participant assistance may not be claimed for reimbursement until the assistance has been distributed or otherwise incurred in accordance with the approved program and applicable OCM requirements. Distribution records must be retained.</i>	Focus group incentives – \$25/participant × 23 participants = \$575; focus group held May 20; distribution log retained Participant transportation assistance – \$40 × 8 participants = \$320; distribution records retained
Administrative costs	Itemize each cost: • Expense type • Date(s) incurred • Actual amount charged in current invoice • Allocation methodology, e.g. allocation based on number of users/transactions/staff/other consistently applied methodology	Finance support – May payroll/reporting, 6 actual hours × \$42/hr = \$252; grant allocation based on documented time records Shared accounting software – May cost \$500 × 10% documented grant allocation = \$50