



# Edge Reimbursement Program Overview

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# Who's Here?

Survey questions:

- 1) Where are you in the Edge assessment process?
- 2) Did you receive funding in the pilot round of the Edge Reimbursement Program?



# Step One

Complete the Edge  
Assessment and  
Action Plan!



[www.libraryedge.org](http://www.libraryedge.org)

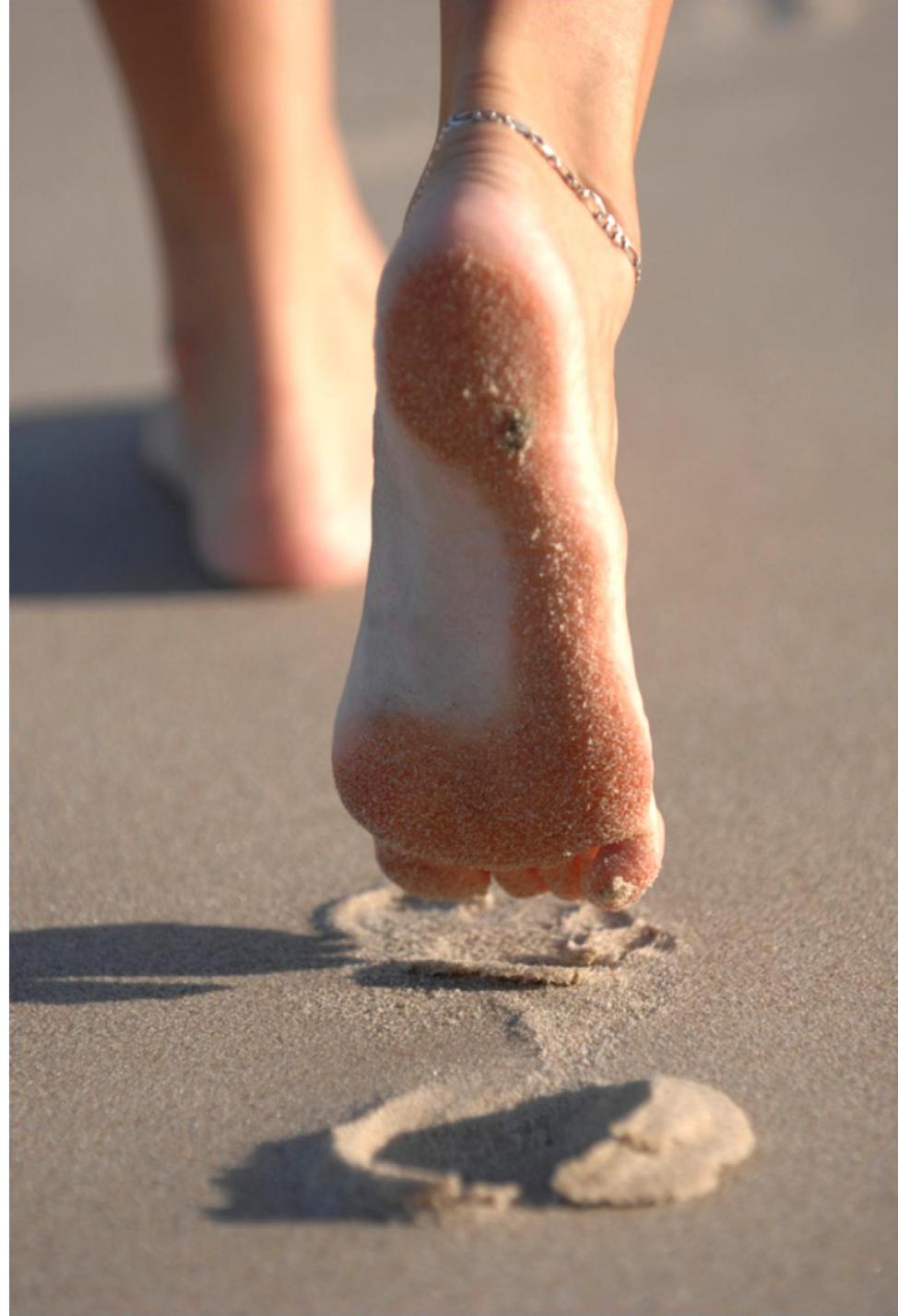
# Step Two

Complete the Edge  
Reimbursement  
Program application!



<https://www.tsl.texas.gov/edge>

See #4





# Then What Happens?

- 1) Submit application on or well before deadline.
- 2) Your application will be reviewed by me and by our LSTA Coordinator for allowability of purchases.
- 3) Work with Texas State Library to revise as needed.
- 4) Receive notification (by email) that your application is approved.
- 5) Make purchases.
- 6) Check with Texas State Library if you need to make changes to your request.
- 7) Submit reimbursement form along with *paid receipts*.
- 8) Once reviewed by Library Development Division, will be forwarded to Accounting Division for payment to be made.



# Accounting Issues

Incomplete information on the request form – I need all information because this is all I have to go on to select the correct payment ID # in the state system.

Incorrect information on the request form – could cause issues for payment processing or ability to contact you with questions.

Remittance address needs to be for your legal entity – if it doesn't match what's in the state system, I will be contacting you with a form to complete and send back to me before your payment can be processed.

Direct Deposit – if “Yes” - be aware that there may be multiple bank accounts associated with your EIN in the state system. I will contact you, if this is the case, to complete a direct deposit form to clarify which account should to be used. If “No” – I can send you a form to be completed to set you up for direct deposit, however, this may delay your payment process by 12 – 15 working days, if you wait until the last minute. If you don't know, you can e-mail me and I can check the system for you.

# Questions?



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