



Instructions for Return of Monies

Overview

The following information is for LEAs returning monies back to the Arizona Department of Education (ADE) for grant awards and other expenditures such as conferences and fees. If you have any questions, please feel free to contact **Grants Management** or **Accounts Receivable**.

Return of Monies Instructions

Before sending monies back to the Arizona Department of Education, please ensure that you have completed all of the following:

1. Return of Monies Form (Located [HERE](#))
 - a. The Return of Monies Form must be downloaded, completed, and be included in your submission when monies are being returned.
2. Check
 - a. Ensure that the check warrant number and the total check amount are entered on the Return of Monies Form completely and accurately.
3. Copies of Invoices or Copies of Completion Report Adjustments page
 - a. Copies of invoices are required if you are returning monies **not** related to grant awards (i.e. conferences, training, or registration fees)
 - b. Copies of the completion report adjustments page shows the "Pending Transaction Amount", a refund letter or notice, and/or the history log comment if you are returning monies related to grant awards (state and/or federal)
4. Submit a Help Desk ticket (<https://helpdeskexternal.azed.gov>) with any questions
5. Return all completed documents to:

Arizona Department of Education
Accounting Department, Bin #1
1535 W. Jefferson Street
Phoenix, AZ 85007

Separate checks are required for each individual refund reason.