

## 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

[Return of Monies form](#) and information can be accessed through the [GME User Resources/Training-Return of Funds](#) in the Grants Management Resource Library on the [Grants Management Enterprise \(GME\)](#).

## Return of Monies to ADE

- Before sending monies back to the ADE, please ensure that you have included all the following:
  1. **Return of Monies Form.**
    - The [Return of Monies form](#) must be downloaded, completed, and submitted to ADE when monies are being returned.
  2. **Check.**
    - Ensure that the check warrant number and the total check amount are entered on “Return of Monies Form” completely and accurately.
  3. **Copies of invoices or copies of Completion Report Adjustments page.**
    - Copies of invoices: Copies of invoices are required if you are returning monies **not** related to grant awards (i.e. conferences, training, or registration fees).
    - Copies of Completion Report Adjustments page: Copies of Completion Report Adjustments page which shows “Pending Transaction Amount”, refund letter or notice, and/or history log comment are required if you are returning monies related to grant awards (state and/or federal).
  4. Contact [grants@azed.gov](mailto:grants@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.**





**Note:**

All monies must be returned to the Accounting Department for ADE, except monies from Health and Nutrition, which will be returned to Grants Management at the following address:

Arizona Department of Education  
Grants Management, Bin #3  
1535 W Jefferson Street  
Phoenix, AZ 85007

