

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

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Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Reimbursement Documentation Requirements (RDR) / Program Requirements

<https://www.tvc.texas.gov/2023-2024grantees-2/>

Grant Management Resources

GOVERNANCE DOCUMENTS

- DOWNLOAD: [2023-24 Request For Applications](#)
- **VIEW v1.1 ONLINE: [2023-24 Program Requirements and Terms & Conditions \(FYA Program Requirements\) Version 1.1](#)**
 - DOWNLOAD v1.1: [Appendix A: Approved Assistive Technology Items](#)
 - DOWNLOAD v1.1: [Appendix B: Approved Food Voucher Items](#)
 - DOWNLOAD v1.1: [Appendix C: Approved Food Pantry & Hygiene Items](#)
 - DOWNLOAD v1.1: [Appendix D: Approved Starter Household Goods Items For Establishing Homes](#)
 - DOWNLOAD v1.1: [Appendix E: Housing for Texas Heroes Home Modification, Repair, and Weatherization Projects](#)
 - DOWNLOAD v1.1: [Appendix F: Vehicle Repair](#)
 - DOWNLOAD v1.1: [Appendix G: Grant Budget Categories and Subcategories](#)
 - DOWNLOAD v1.1: [Appendix H: Mental Health Outcome Measures](#)
 - DOWNLOAD v1.1: [Appendix I: Examples of Beneficiary Eligibility Verification](#)
- DOWNLOAD: [Reimbursement Documentation Requirements \(RDR\) Version 1.2](#)
- VIEW ONLINE: [2 CFR Part 200 \(2 CFR\)](#)
- VIEW ONLINE: [Texas Grant Management Standards \(TxGMS\)](#)
- VIEW ONLINE: [40 Texas Administrative Code, Part 15, Chapter 460 \(TAC\)](#)

HTX CHECKLIST AND PROJECT FORM

- v1.1 DOWNLOAD: [Housing For Texas Heroes Project Checklist](#)
- v1.1 DOWNLOAD: [Housing For Texas Heroes Project Form](#)
- v1.1 DOWNLOAD: [Housing For Texas Heroes Project Form \(Fillable\)](#)

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Log In

<https://tvc/fluxx.io>

Texas Veterans Commission Grants Portal

Login Now:

[Reset or create password](#)

Are you a Veteran looking for services?
[Search for services in your county.](#)

Is your Organization eligible to apply for grant funding?
[Check Your Organization's eligibility](#)

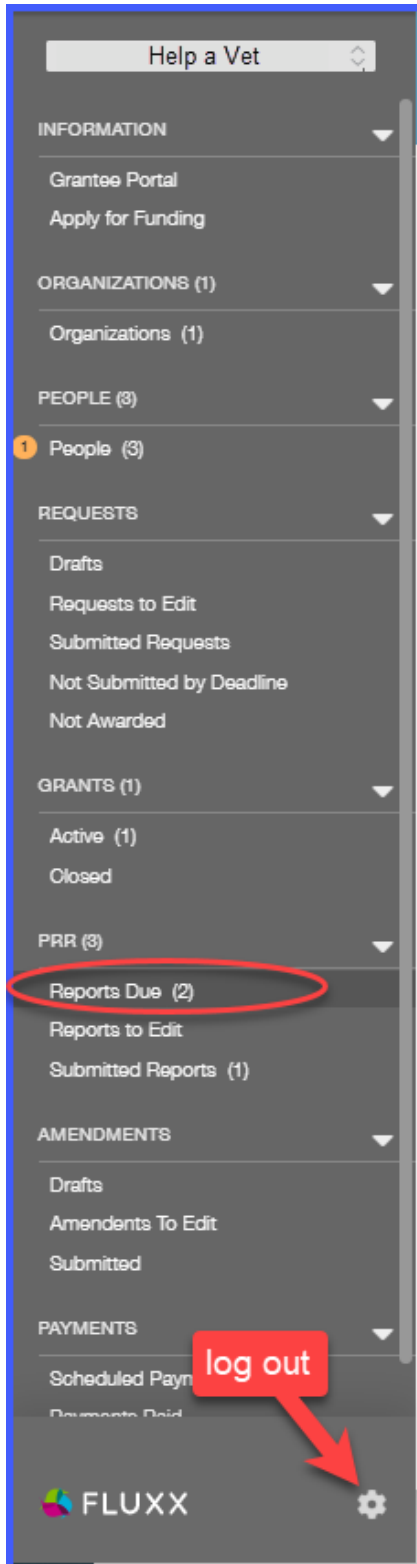
New to the TVC Grants Portal?
Eligible organizations can apply for reimbursement grant funding.

FLUXX

[Privacy Policy](#) [Accessibility](#)

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Reports Due



Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Report due date

Help a Vet
General Assistance Program
October PRR
Grant ID: G-2022-09028
Due: October 31, 2023 | Type: PRR
Report ID: 120
Status: Pending Submission

Click this box

Due date = end of reporting period.
Actual Reimbursement Request is due on or before the 15th of the month following the due date listed here

Help a Vet

INFORMATION

- Grantee Portal
- Apply for Funding

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (4)

- People (4)

REQUESTS

- Drafts
- Requests to Edit
- Submitted Requests
- Not Submitted by Deadline
- Not Awarded

GRANTS (1)

- Active (1)
- Closed

PRR (5)

- Reports Due (1)**
- Reports to Edit
- Submitted Reports (3)

AMENDMENTS

- Drafts
- Amendments To Edit
- Submitted

PAYMENTS

- Scheduled Payments
- Payments Paid

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Salary claim

Budget & Claims

Salary Group

Name	Annual Salary	% of Time to TVC Grant	TVC Funded Salary	# of Pay Periods	Avg Salary per Pay Period	Amount Approved to Date	Remaining Funds Available	Claims
John Walton <i>Resource Manager</i> View Full Details	\$34,424.00	69.0%	\$23,752.56			\$2,600.00	\$21,152.56	Add Claim: John Walton
ED-Joan Jett <i>Trng&ResMgr/Coord</i> View Full Details	\$67,820.00	40.0%	\$27,128.00			\$0.00	\$27,128.00	Add Claim: Joan Jett
Total			\$2,600.00	\$48,280.56				
Total Claimed on this PRR					\$1,300.00			
Total Salary Approved & Claimed To Date					\$3,900.00			

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

▼ Pay Period

Salary Amount This Pay Period
\$989.69

Pay Period - Start
7/1/2023

Pay Period - End
7/15/2023

Remarks

Characters left for field: 200

Documents

PROOF OF COST INCURRED +

Payroll check stub - Walton.pdf

DEMONSTRATION OF PAYMENT +

Payroll canceled check - Walton pp1.pdf

Save

Enter gross salary multiplied by employee's % of time allocated to grant. (See "view full details" page 6 of instructions for reference amount)

Note: A canceled check (image of front and back) is needed if employee was paid by check. If paid by Direct Deposit, and the pay stub indicates such, then the pay stub is sufficient per the Reimbursement Documentation Requirements (RDR) guidance.

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Fringe Benefits claim

Fringe Group				
Name	Total Grant Funded Fringe	Amount Approved to Date	Remaining Funds Available	Claims
John Walton <i>Resource Manager</i> View Full Details	\$1,817.07	\$375.00	\$1,442.07	Add Claim: John Walton
Joan Jett <i>ED- Trng&ResMgr/Coord</i> View Full Details	\$2,075.29	\$0.00	\$2,075.29	Add Claim: Joan Jett
Total	\$3,892.37	\$375.00	\$3,517.37	
Total Claimed on this PRR				
Total Fringe Approved & Claimed To Date				\$705.00



Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Add an Embedded Card

Pay Period

Pay Period - Start
07/01/2023

Pay Period - End
07/15/2023

Fringe Expenses

Social Security
\$81.36

Medicare
\$14.35

FICA
\$75.71

Health Insurance
\$150.00

Dental
\$9.50

Vision

Life Insurance

Disability Insurance

Worker Compensation
\$8.53

Unemployment
\$4.45

Retirement
\$55.00

Stipend Parking

Stipend Phone

Other

Calculated Total Fringe
\$600.19

Amount Claimed
\$393.19

Documents

PROOF OF COST INCURRED

Payroll check stub - Walton.pdf

DEMONSTRATION OF PAYMENT

Payroll canceled check - Walton pp1.pdf

Save

Enter fringe benefits multiplied by employee's % of time allocated to grant. (See "view full details" page 8 of instructions for reference amounts)

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

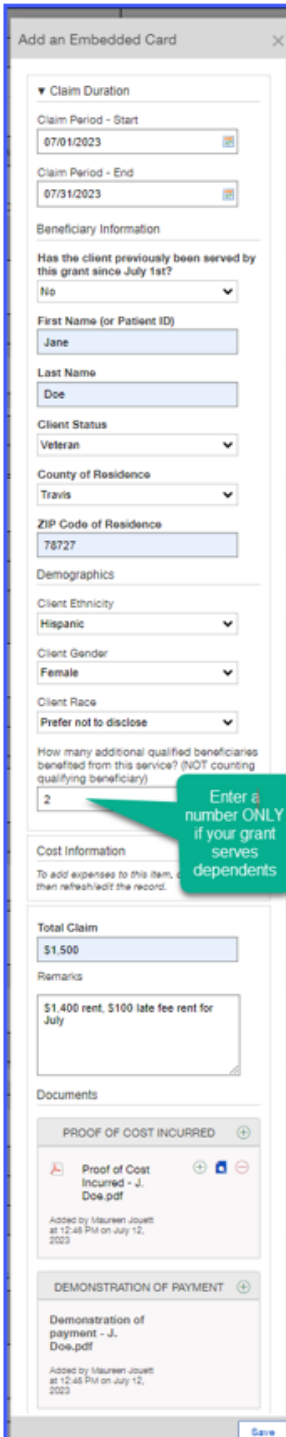
Direct Client Services claim

Step One: Direct Client Services Group

Budgeted Client Services Category	Amount Budgeted	Amount Approved to Date	Remaining Funds Available	Claims - This PRR
Mortgage View Full Details	\$5,151.00	\$0.00	\$5,151.00	Add Claim: Mortgage
Transportation Beneficiary Vehicle View Full Details	\$4,200.00	\$0.00	\$4,200.00	Add Claim: Transportation Beneficiary Veh
Utilities View Full Details	\$29,415.00	\$0.00	\$29,415.00	Add Claim: Utilities
Rent View Full Details	\$45,450.00	\$1,200.00	\$44,250.00	<p>Claim Created: Jun 12, 2023 Amount: \$1,500.00 Service Period: 2023-05-01 - 2023-05-31 Supporting Documents Included: Y Claim Status: In progress - View Edit Delete</p> <p>Claim Created: Jun 19, 2023 Amount: \$1,200.00 Service Period: 2023-07-01 - 2023-06-30 Supporting Documents Included: Y Claim Status: In progress - View Edit Delete</p> <p>Add Claim: Rent</p>
Total	\$84,216.00	\$1,200.00	\$83,016.00	
Total Claimed on this PRR				\$2,700.00
Total Client Services Approved & Claimed To Date				\$3,900.00

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Single Entry Beneficiary Service – for grantees (e.g. Financial Assistance) which provide one time services to individual clients.



Claim Duration
Claim Period - Start: 07/01/2023
Claim Period - End: 07/31/2023

Beneficiary Information
Has the client previously been served by this grant since July 1st?: No
First Name (or Patient ID): Jane
Last Name: Doe
Client Status: Veteran
Country of Residence: Travis
ZIP Code of Residence: 78727

Demographics
Client Ethnicity: Hispanic
Client Gender: Female
Client Race: Prefer not to disclose

How many additional qualified beneficiaries benefited from this service? (NOT counting qualifying beneficiary): 2

Cost Information
Total Claim: \$1,500
Remarks: \$1,400 rent, \$100 late fee rent for July

Documents
PROOF OF COST INCURRED
Proof of Cost Incurred - J. Doe.pdf
DEMONSTRATION OF PAYMENT
Demonstration of payment - J. Doe.pdf

Step 1 for SINGLE entry beneficiary services

← Enter a number here to count only those eligible, qualified, and documented (birth certificate, marriage license, etc.) additional beneficiaries served only IF your grant serves and counts dependents.

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Click "Edit" to refresh page to see the claim you just entered

Edit

Budgeted Client Services Category	Amount Budgeted	Amount Approved to Date	Remaining Funds Available	Claims - This PRR
Mortgage View Full Details	\$5,151.00	\$0.00	\$5,151.00	Add Claim: Mortgage
Transportation Beneficiary Vehicle View Full Details	\$4,200.00	\$0.00	\$4,200.00	Add Claim: Transportation Beneficiary Veh
Utilities View Full Details	\$29,415.00	\$0.00	\$29,415.00	Add Claim: Utilities
Rent View Full Details	\$45,450.00	\$0.00	\$45,450.00	Add Claim: Rent
Total	\$84,216.00	\$0.00	\$84,216.00	
Total Claimed on this PRR				
Total Client Services Approved & Claimed To Date				

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Direct Client Services claim – Step 2

Second Step for Claim		Direct Client Services Group		
Budgeted Client Services Category	Amount Budgeted	Amount Approved to Date	Remaining Funds Available	Claims - This PRR
Mortgage View Full Details	\$5,151.00	\$0.00	\$5,151.00	Add Claim: Mortgage
Transportation Beneficiary Vehicle View Full Details	\$4,200.00	\$0.00	\$4,200.00	Add Claim: Transportation Beneficiary Veh
Utilities View Full Details	\$29,415.00	\$0.00	\$29,415.00	Add Claim: Utilities
Rent View Full Details	\$45,450.00	\$0.00	\$45,450.00	Claim Created: Jul 17, 2023 Amount: \$1,550.00 Service Period: 2023-07-01 - 2023-07-31 Supporting Documents Included: Y Claim Status: In progress - View Edit Delete Add Claim: Rent
Total	\$84,216.00	\$0.00	\$84,216.00	
Total Claimed on this PRR				\$1,550.00



Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal


Edit Claim
Second Step - Continued

Client Ethnicity
 Hispanic


Client Gender
 Female

Client Race
 Prefer not to disclose

How many additional qualified beneficiaries benefited from this service? (NOT counting qualifying beneficiary)
 2

Cost Information
 Client Services Expenses 

Total Expenses for This Claim

 Amount claimed does not match calculated expenses.

Total Claim
 \$1,550.00

Save

Add a Client Services Expenses

Financial Assistance - Rent / Mortgage Expenses

Vendor
 ABC company

Unit Cost
 \$1,550

Quantity
 1

Total:
 \$1,550.00

Save

Direct Client Services Group

Budgeted Client Services Category	Amount Budgeted	Amount Approved to Date	Remaining Funds Available	Claims - This PRR
Mortgage View Full Details	\$5,151.00	\$0.00	\$5,151.00	Add Claim: Mortgage
Transportation Beneficiary Vehicle View Full Details	\$4,200.00	\$0.00	\$4,200.00	Add Claim: Transportation Beneficiary Vehicle
Utilities View Full Details	\$29,415.00	\$0.00	\$29,415.00	Add Claim: Utilities
Rent View Full Details	\$45,450.00	\$0.00	\$45,450.00	Claim Created: Jul 17, 2023 Amount: \$1,550.00 Service Period: 2023-07-01 - 2023-07-31 Supporting Documents Included: Y Claim Status: In progress - View Edit Delete Add Claim: Rent
Total	\$84,216.00	\$0.00	\$84,216.00	
Total Claimed on this PRR				\$1,550.00
Total Client Services Approved & Claimed To Date				\$1,550.00

Other Direct Cost Group

Cancel **Save** **Save and Close**

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Multiple beneficiaries service data entry – for grantees who serve dozens or hundreds of clients per month with in-house staff (e.g., Pro Bono Legal, Clinical Counseling, Meals Services) -OR- contracted services (e.g. Transportation Services) under ONE invoice. *Inquire with your grant officer to determine if your grant qualifies for this entry method.

Direct Client Services Group				
Budgeted Client Services Category	Amount Budgeted	Amount Approved to Date	Remaining Funds Available	Claims - This PRR
Tools and Uniforms View Full Details		\$0.00	\$1.00	Claim Created: Aug 10, 2023 Amount: \$1,500.00 Service Period: 2023-08-01 - 2023-08-31 Supporting Documents Included: N Claim Status: In progress - View Edit Delete Add Claim: Tools and Uniforms
Job Training and Education View Full Details		\$0.00		Claim Created: Aug 10, 2023 Amount: \$200.00 Service Period: 2023-08-01 - 2023-08-12 Supporting Documents Included: N Claim Status: In progress - View Edit Delete Claim Created: Aug 10, 2023 Amount: \$3,000.00 Service Period: 2023-08-02 - 2023-08-18 Supporting Documents Included: N Claim Status: In progress - View Edit Delete Claim Created: Aug 10, 2023 Amount: \$2,200.00 Service Period: 2023-08-01 - 2023-08-31 Supporting Documents Included: N Claim Status: In progress - View Edit Delete Add Claim: Job Training and Education
Total		\$0.00		

This example is for multiple beneficiaries who receive services on single invoice

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Add an Embedded Card ✕

▼ Claim Duration

Claim Period - Start
07/01/2023

Claim Period - End
07/31/2023

Multiple Clients Information +

Beneficiary Information

Has the client previously been served by this grant since July 1st?

Cost Information

To add expenses to this item, click save and then refresh/edit the record.

⚠ Amount claimed does not match calculated expenses.

Save

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Add a **Multiple Clients** Information ✕

Multiple Clients Information

Has this client been served previously ?

No ▼

First Name

Mary

Last Name

Jones

Status

Veteran ▼

County

Jefferson ▼

Zip

78965

Ethnicity

Hispanic or Latino ▼

Race

Black ▼

Gender

Prefer not to provide ▼

Save

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Add an Embedded Card ✕

▼ Claim Duration

Claim Period - Start
07/01/2023

Claim Period - End
07/31/2023

Multiple Clients Information +

Mary Jones Veteran Jefferson 78965 Hispanic or Latino Black Prefer not to provide [Edit](#)

click here to enter next beneficiary

Multiple Clients Information

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Add an Embedded Card ✕

▼ Claim Duration

Claim Period - Start
07/01/2023

Claim Period - End
07/31/2023

Multiple Clients Information ⊕

- 1 Mary Jones Veteran Jefferson 78965 Hispanic or Latino Black Prefer not to provide [Edit](#)
- 2 Jack Daniels Veteran Bowie 78727 Not Hispanic or Latino Caucasian Male [Edit](#)
- 3 Sam Smith Veteran Travis 78759 Prefer not to disclose Native American or Alaskan Male [Edit](#)

Beneficiary Information

Has the client previously been served by this grant since July 1st?

Cost Informa

enter "Yes" →

[Save](#)

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Add an Embedded Card

▼ Claim Duration

Claim Period - Start: 07/01/2023

Claim Period - End: 07/31/2023

Multiple Clients Information

1 Mary Jones Veteran Jefferson 78965 Hispanic or Latino Black Prefer not to provide [Edit](#)

2 Jack Daniels Veteran Bowie 78727 Not Hispanic or Latino Caucasian Male [Edit](#)

3 Sam Smith Veteran Travis 78759 Prefer not to disclose Native American or Alaskan Male [Edit](#)

Beneficiary Information

Has the client previously been served by this grant since July 1st?
Yes

First Name (or Patient ID): Multiple

Last Name: Beneficiaries

Client Status: Leave blank

County of Residence: Leave blank

ZIP Code of Residence: Leave blank

Cost Information

To add expenses to this item, click save and then refresh/edit the record.

Amount claimed does not match calculated expense

Total Claim: \$12,500

Remarks: group of 24 beneficiaries attended this educational job search training

Documents

PROOF OF COST INCURRED (+)

DEMONSTRATION OF PAYMENT (+)

[Save](#)

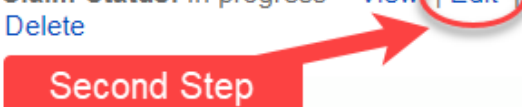
Use the "edit" button on top of page right to get back to data entering after SAVING CLAIM amount

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Direct Multiple Beneficiary Client Services claim – Step 2

Claim Created: Aug 12, 2023
Amount: **\$12,500.00**
Service Period: 2023-07-01 - 2023-07-31
Supporting Documents Included: N
Claim Status: In progress - [View](#) | [Edit](#) | [Delete](#)

Second Step



Edit Claim

▼ Claim Duration

Claim Period - Start
7/1/2023

Claim Period - End
7/31/2023

Multiple Clients Information (+)

Mary Jones Veteran Jefferson 78965 Hispanic or Latino Black Prefer not to provide [Edit](#)

Jack Daniels Veteran Bowie 78727 Not Hispanic or Latino Caucasian Male [Edit](#)

Sam Smith Veteran Travis 78759 Prefer not to disclose Native American or Alaskan Male [Edit](#)

Beneficiary Information

Has the client previously been served by this grant since July 1st?
Yes

First Name (or Patient ID)
Multiple

Last Name
Beneficiaries

Client Status

County of Residence

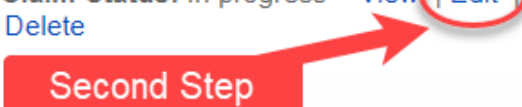
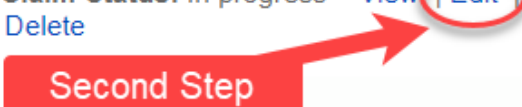
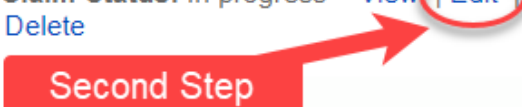
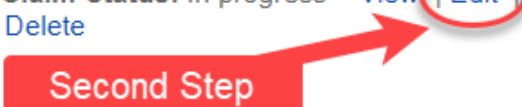
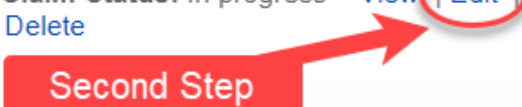
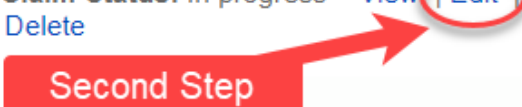
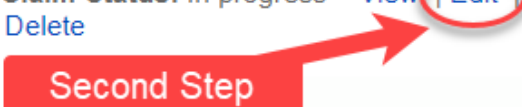
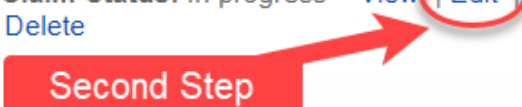
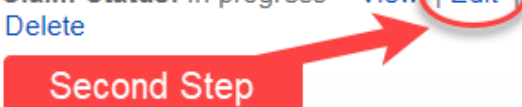
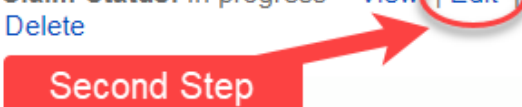
ZIP Code of Residence

Cost Information

Client Services Expenses (+)

Total Expenses for This Claim

Save



Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Add a Client Services Expenses ×

Employment Support - Job Training and Education

Client Service Claimed
Education Programs

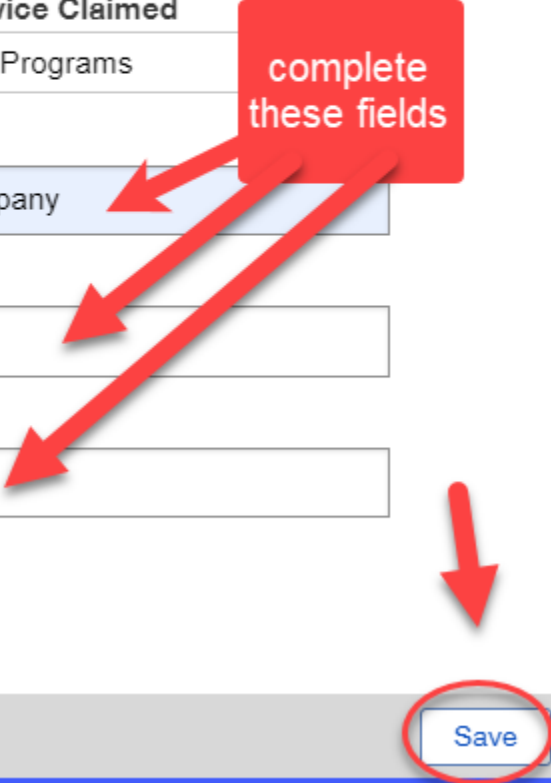
Vendor
ABC company

Unit Cost
\$12,500

Quantity
1

Total:
\$12,500.00

Save



Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Edit Claim

Cost Information

Client Services Expenses (+)

Edit

Job	Cost:	Quantity: 1	Total:
Training and Education	\$12,500.00		\$12,500.00

Total Expenses for This Claim

⚠ Amount claimed does not match calculated expenses.

Total Claim

\$12,500.00

disregard if highlighted figures do match

Save

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Double Check your data entry - Step 3

Edit Claim

▼ Claim Duration

Claim Period - Start: 7/1/2023

Claim Period - End: 7/31/2023

double check all beneficiaries are entered and Client Services matches total claim

Multiple Clients Information

Mary Jones Veteran Jefferson 78965 Hispanic or Latino Black Prefer not to provide	Edit
Jack Daniels Veteran Bowie 78727 Not Hispanic or Latino Caucasian Male	Edit
Sam Smith Veteran Travis 78759 Prefer not to disclose Native American or Alaskan Male	Edit

Beneficiary Information

Has the client previously been served by this grant since July 1st?
Yes

First Name (or Patient ID): Multiple

Last Name: Beneficiaries

Client Status: [Dropdown]

County of Residence: [Dropdown]

ZIP Code of Residence: [Text]

Cost Information

Client Services Expenses

Job	Cost:	Quantity:	Total:
Training and Education	\$12,500.00	1	\$12,500.00

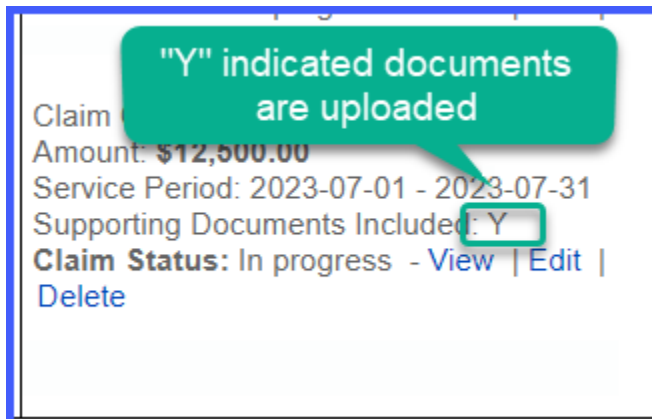
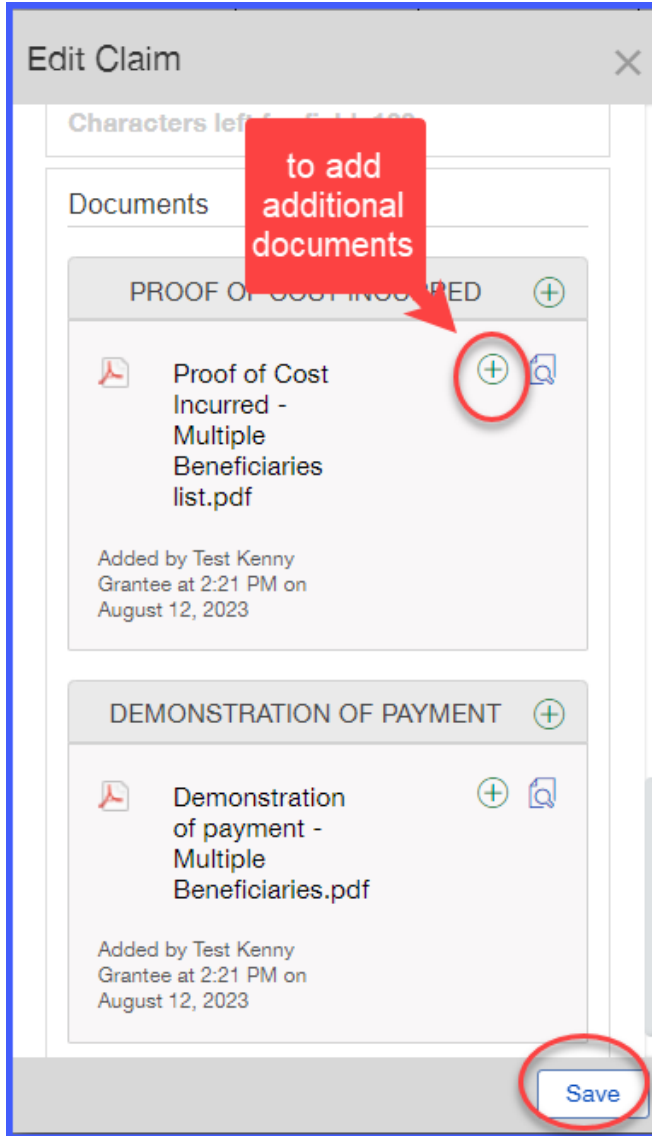
Total Expenses for This Claim
\$12,500.00

Total Claim
\$12,500.00

Remarks
group of 24 beneficiaries attended this educational job search training

Save

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal



Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Add an Embedded Card

▼ Allowed IDC - Summary

Total Salary this PRR

Total Fringe this PRR

Total Travel this PRR

Total Supplies this PRR

Total Client Services this PRR
\$3,550.00

Total ODC this PRR

Total Direct Costs
\$3,550.00

Available IDC (10% of Direct)
\$355.00

IDC Claim

Claim Period - Start
07/01/2023

Claim Period - End
07/31/2023

Total Claim
\$355

Indirect Costs Include:

Accounting
 Yes
 No

Executive Director
 Yes
 No

Info Technology
 Yes
 No

Office SVC Contracts
 Yes
 No

Indirect Support
 Yes
 No

Facilities
 Yes
 No

Other IDC
 Yes
 No

Remarks

Character limit for field: 200

Documents

PROOF OF COST INCURRED (+)

DEMONSTRATION OF PAYMENT (+)

Save

Documents not required for Indirect Costs at time of reimbursement request. Keep documentation on file for future compliance visits

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

No Expenditures to Report

July PRR

Grant ID: G-2022-01097 Due: July 31, 2023
Report Type: PRR Report ID: 17642
TVC ID: HTX23-M-012


Status	GO Approval
Due A	7/31/2023
<input type="checkbox"/> No Expenditures to Report on This PRR?	No Expenditures to Report

Click here if no expenditures for month, then click "submit"

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

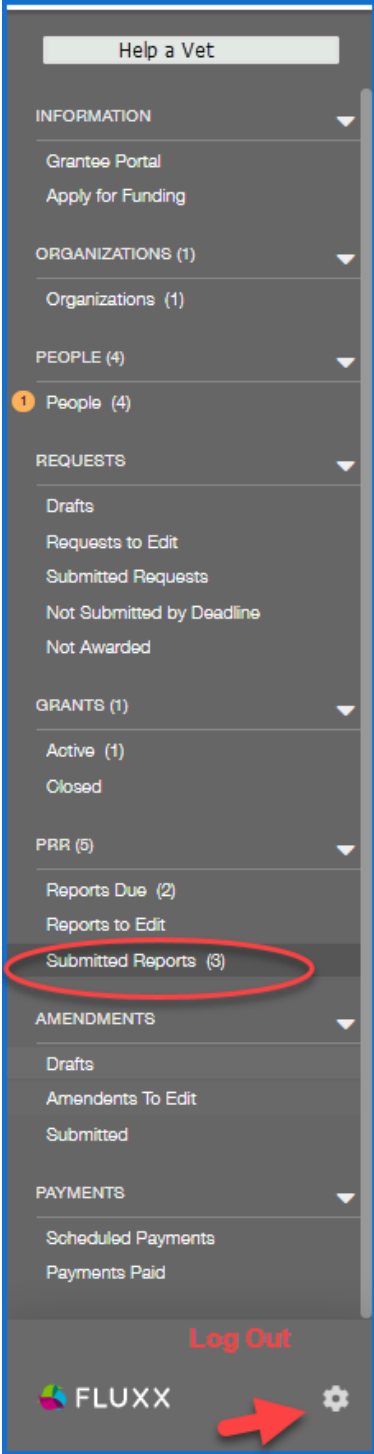
Submitting a completed PRR

Total Direct Costs This Claim		\$3,550.00		
IDC Group				
IDC Category	Amount Budgeted	Amount Approved to Date	Remaining Funds Available	Claims - This PRR
Indirect Costs View Full Details	\$12,003.37	\$0.00	\$12,003.37	Claim Created: Jul 17, 2023 Amount: \$355.00 Service Period: 2023-07-01 - 2023-07-31 Supporting Documents Included: N Claim Status: In progress - View Edit Delete Add Claim: Indirect Costs
Total	\$12,003.37	\$0.00	\$12,003.37	
Total Claimed on this PRR				\$355.00
Total Indirect Costs Approved & Claimed To Date				\$355.00
Total Direct Costs This Claim		\$3,550.00		
Total Indirect Costs This Claim		\$355.00		
Total Amount Claimed		\$3,905.00		

 Submit

Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Reviewing submitted PRR reports



Grantee Payment Reimbursement Request (PRR) experience in TVC Fluxx EGMS online portal

Printing submitted PRR reports

April PRR

Grant ID: G-2022-2019663
Report Type: PRR
TVC ID: GAP-ES-663

Due: May 15, 2023
Report ID: 2341

click here to open, right click to print to file