

American Rescue Plan (ARP) Emergency Assistance for Non-Public Schools (EANS)

Proof of Receipt FAQ

Proof of Receipt Overview


As soon as schools receive a delivery, the ARP EANS Program will need **immediate proof of receipt for all purchases to be uploaded to the applicant portal.** Delivery receipts are required by LDOE/OTS to process invoices.

1. What document should I provide as proof of receipt?

- For items being shipped directly to schools, schools will need to provide the enclosed packing slip.
- If schools do not receive a packing slip, please provide a letter on school letter head detailing which items were received (make/model/brand and quantity).
- For items delivered electronically like software, schools can provide the item's email/receipt confirmation.
- Schools may also submit a signed invoice that is provided by the State detailing the items received. (See FAQ #5 below for additional details about this DocuSign option)

2. What do I need to notate on the proof of receipt document?

- School must make the following notations on the packing slip, the school's letter, or the email/receipt confirmation
 - mark "received"
 - sign
 - print the name of the person signing
 - date
 - notate any quantity discrepancies, damaged products, or other important details
 - for technology items, include all serial numbers of items provided
- The Program will be using this information for inventory tracking and auditing purposes in addition to any required asset tags for items costing \$1000 or more.



Computer Zone
P.O. Box 123
Testing Town
TX 01236
US
Phone:
Fax:

Received 8/8/2021
Bruce Willis
Bruce Willis



Packing Slip

Customer Account	Sales Order No.	Date
Candace Bergen	487	11-15-2017

Bill To:
Candace Bergen
43698 Clean Drive
San Jose, CA 97147
USA

Ship To:
Candace Bergen
43698 Clean Drive
San Jose, CA 97147
USA

Customer Contact	Carrier	Shipping Method
	UPS	UPS Ground

Product Image	Product Name	Product Code	Order Qty	Bin Location
	Altec Speakers	Acc-altec-splr	15	R3258
	iPod Speakers	Acc-ipd-splr	4	

Terms & Conditions: *only 4 received*

3. What do I do if an item is damaged or if there is a discrepancy between what the proof of receipt says was delivered and what I received?

- As soon as possible, notate what you are requesting to be corrected and the reasoning on the proof of receipt document and upload to the applicant portal.
- LDOE and/or OTS will work with the school to try and resolve the discrepancy. However, if the program does not know about missing or broken items in a timely manner, it can cause issues in resolving the matter in question quickly, if at all.

4. How do I provide the required proof of receipt document?

- Once you have notated your proof of receipt document with all the required information, upload the document to your ARP EANS application in the applicant portal within the attachment section.
- Please name your document with the following information: ARP EANS Application ID – School Name Product Receipt Confirmation – Vendor Name
 - (e.g., ARP 3000 – St. Example School Product Receipt Confirmation – Staples)


ARP EANS Application
ARP-3000

Your Submission
Attachments
Guests (1)

Eligibility Review
Eligibility Secondary Review

Attachments

Attachment	File
<p>Non-profit status documentation Required</p> <p>Please upload either your IRS tax-exempt status determination letter or a completed form W-9 as proof of your school's non-profit status. This is required documentation to complete the application.</p>	<p>Test Attachment.docx</p> <p>Uploaded on Feb 24, 2022 at 9:08 am</p> <p>Action ▾</p>
<p>Low-income documentation Required</p> <p>Please upload the documentation to support the low-income student count as noted in question B2. The supporting documentation should match the data source selected in question B3 (ie, free or reduced-price lunch data, low-income survey data, e-rate data, or scholarship or financial assistance data)..</p> <p>Please do NOT upload documentation that includes student or family personally identifiable information (PII). If any of the uploaded documentation includes PII, it will be deleted from your application and will not be reviewed.</p>	<p>Test Attachment.docx</p> <p>Uploaded on Feb 24, 2022 at 9:09 am</p> <p>Action ▾</p>

 **Add attachment**

5. I received an email from DocuSign related to confirming receipt of an item, what should I do?

- The Program may send a school an invoice to sign via DocuSign in order to confirm receipt of items. Schools should follow the instructions within the DocuSign email to sign as proof of receipt. This includes notating any quantity discrepancies, damaged products, and all serial numbers for technology items.

6. What if I need to refuse a shipment or return an item?

- If a school has rejected or refused a shipment, please comment in the applicant portal to notify the Program. Please indicate which items were refused. The ability to refuse shipments is dependent on the vendor. Schools may need to accept delivery and then work with the Program to correct any discrepancies.
- If a return is needed, please close and seal all boxes to the same condition as they were delivered by the carrier.

7. What if I still have questions?

- If you have any questions about this process, please continue to email ARPinfo@LDOE-EANS.com for non-software related items or EANS.Grant@la.gov for technology or software related procurement questions.