

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

# Proof of Receipt FAQ

# **Proof of Receipt Overview**

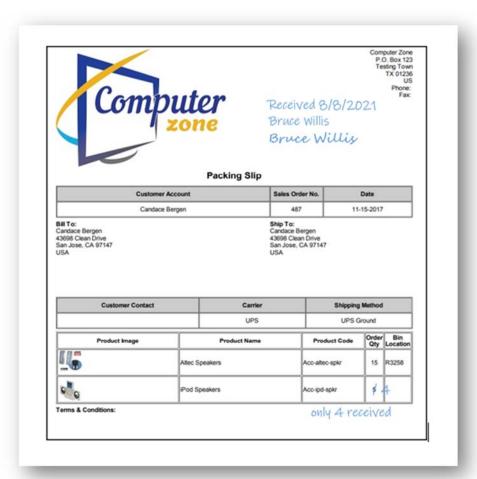
As soon as schools receive a delivery, the ARP EANS Program will need <u>immediate proof of receipt for all</u> <u>purchases to be uploaded to the applicant portal</u>. Delivery receipts are required by LDOE/OTS to process invoices.

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

- o For items being shipped directly to schools, schools will need to provide the enclosed packing slip.
- o 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).
- o 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.

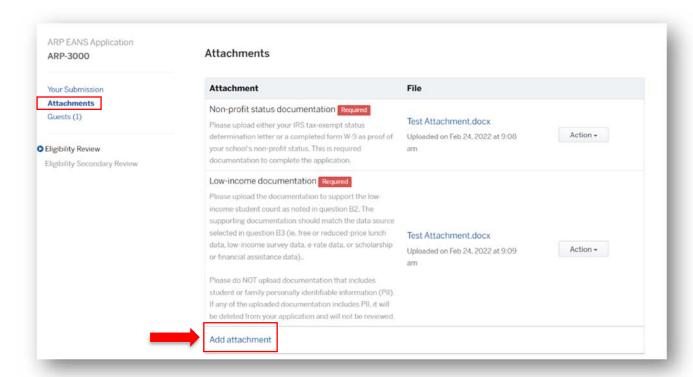


# 3. What do I do if an item is damaged or if there is a discrepancy between what the proof of receipt says was delivered and what I received?

- 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)



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

o 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?

- o 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.
- o 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?

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