



Early Learning Coalition of Southwest Florida

<u>Subject:</u> Packing Slip Invoice Policy		
<u>Policy #:</u> ELCSWF-EL0026-09	<u>Category:</u> Finance and Budget	<u>AWI Reference #</u> OEL-EL-240
<u>Approval:</u> March 18, 2009	<u>Effective Date:</u> March 18, 2009	<u>Replaces (policy # and date):</u> ELCSWF-EL0026-08 9-27-08

Policy:

To ensure fiscal responsibility for expenditures made by the Coalition for quality enhancement in child care programs, providers receiving merchandise ordered by the Coalition shall be expected to:

- Upon receipt, examine merchandise for acceptability.
- Sign the packing slip and promptly return the signed packing slip to the Coalition, no later than seven (7) calendar days of receiving merchandise.
- Notify the Coalition within 48 hours if the merchandise does not arrive by the date anticipated, or arrives as unacceptable.

Failure to comply may result in the withholding of funds to that provider to cover the cost of the materials purchased for that provider by the Coalition.

Associated Documents:

- Operating Procedure for Packing Slips
- ELC-1023 form
- Provider Agreement

Citation History: 45CFR 98 and Chapter 411.01 Florida Statutes



Provider Understanding and Agreement of Receipt of Merchandise

Print Name of Child Care Facility: _____

- Child care PROVIDERS receiving merchandise purchased by the Early Learning Coalition will be notified in advance by the Coalition of the anticipated date of delivery.
- Upon delivery, the PROVIDER is required to **verify that all items have been received**, then **sign** and write the **date of receipt** on the packing slip or receipt.
- Original packing slips from the delivery must be promptly provided to the COALITION either by mail, fax, or hand delivery to the Coalition office. Providers must note on the packing slip if any item(s) is missing or damaged.
- Any PROVIDER not returning packing slips to the COALITION within seven (7) calendar days of receiving merchandise will be held responsible for full payment of the merchandise. Such payment may be withheld from the next reimbursement payment.
- The PROVIDER must notify the COALITION within 48 hours if the merchandise does not arrive by the anticipated date, or arrives in unacceptable condition.

-Los proveedores de cuidado infantil que reciben mercancía comprada por la Coalición de Aprendizaje Temprano serán notificados previamente por la Coalición de la fecha prevista de entrega.

-El momento de la entrega, el proveedor está obligado a verificar que todos los artículos se han recibido y, a continuación, firmar y escribir la fecha de recepción en el embalaje o la recepción.

-Hojas de pedido original de la entrega debe ser proporcionado a la coalición, ya sea por correo, fax, o entrega en mano a la oficina de la Coalición. Prestadores de servicios deberán observar en la lista de empaque en caso de cualquier elemento (s) de falta o está dañado.

-Cualquier PROVEEDOR albaranes no regresan a la Coalición de Aprendizaje Temprano del Suroeste de la Florida (COALICIÓN), dentro de los siete (7) días naturales siguientes a la recepción de las mercancías será responsable por el pago total de la mercancía. Ese pago se puede retener el reembolso a partir del próximo pago.

-El proveedor debe notificar a la Coalición un plazo de 48 horas si la mercancía no llega en la fecha prevista, o llega en condiciones inaceptables.

- My signature below indicates that I have read and understand the above policy –
- Mi firma abajo indica que he leído y entendido la política anterior.

Provider Signature: _____ Date _____

Print Name: _____ Telephone: _____