

Early Learning Coalition of Florida's Heartland, Inc.

Subject: Provider Receipt/ Packing Slip Submission		Policy/Procedure # FM-10	
Page: 1		Adoption Date: 1.23.08	Revision Date:
Approved by: ELCFH Board		Title: Andrew Bible, Chair	
Distribution: Administrative staff; Finance staff; Quality staff		Authority References: Executive Director, Associate Director, Client Services & Finance	

POLICY EFFECTIVE February 1, 2008

Beginning February 1, 2008, any provider not returning packing slips to the ELCFH within seven (7) calendar days of receiving merchandise that has been paid for with ELCFH funds will have the next reimbursement payment withheld. Packing slips will only be requested by the ELCFH office once, and from there, payments will be withheld.

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. Packing slips may be mailed, faxed, or hand delivered to the local Coalition office. Providers must note on the packing slip if any item(s) is missing or damaged.

A partir del día 1 de Febrero del 2008, todo Proveedor que no mande los recibos de la mercancía que se les haya sido entregada, adquirida con los fondos de ELCFH dentro de 7 días calendario, a nuestra oficina (ELCFH), no recibirá el pago de reembolso correspondiente al siguiente mes. Los recibos se pedirán solo una vez si no son recibidos su pago será retenido.

ELCFH **requiere** que los recibos tengan la **fecha y firma** del Proveedor así mismo deberán señalar si la mercancía fue recibida completa, incompleta o dañada. Los recibos de mercancía se pueden enviar por correo, via fax, o entregar directamente a la oficina local de la Coalición.

My signature below indicates that I have read and understand the above policy.
Mi firma situada abajo indica que leí la póliza y entendi su contenido.

Provider Signature: _____
Firma del Proveedor

Date: _____
Fecha

♡ Charlotte Office
3028 Caring Way, Suite 4
Port Charlotte, FL 33952
Phone: 941 255-1650
Fax: 941 255-5856
Toll-Free: 866-639-4902

♡ DeSoto Office
4 West Oak Street, Suite H
Arcadia, FL 34266
Phone: 863 494-5233
Fax: 863 494-5291
Toll Free: 866-639-4979

♡ Hardee Office
324 N. 6th Avenue
Wauchula, FL 33873
Phone: 863-767-1002
Fax: 863-767-1007
Toll Free: 877-767-1002

♡ Highlands Office
209 N. Ridgewood Drive
Sebring, FL 33870
Phone: 863-314-9213
Fax: 863-314-4480
Toll-Free: 800-660-9213

