Submitting Payment Requests in BVP

User Guide

This guide provides information and procedures to help you create receipts in the BVP system, and submit and monitor payment requests.

Helpful Resources

Using the Guide
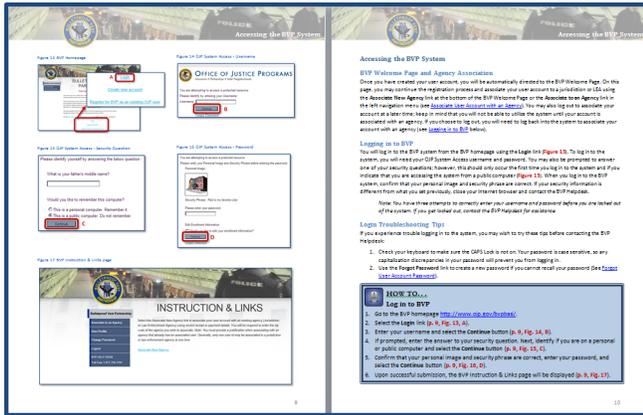
The Submitting Payment Requests in BVP user guide is designed as a reference to help you utilize the Bulletproof Vest Partnership system. All of the pages follow the same basic format. On the **left** page, figures such as screenshots and diagrams will be displayed. Often, figures are annotated to highlight important concepts. On the **right**, text provides information and instructions related to each topic. References in the text correspond with the annotations on associated figures.

Key Contacts

U.S. Department of Justice

Bureau of Justice Assistance
Joseph Husted, Policy Advisor

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(202) 353-4411

User Support

BVP Helpdesk
vests@usdoj.gov

(877) 758-3787

Resource Links

BVP Home Page: http://www.ojp.usdoj.gov/bvpbasi/

BVP FAQs: http://www.ojp.usdoj.gov/bvpbasi/bvpfaqs.htm

BVP Program Resources: http://ojp.usdoj.gov/bvpbasi/bvpprogramresources.htm

BVP User and Agency Registration User Guide:
http://www.ojp.usdoj.gov/bvpbasi/docs/BVPUserAgencyRegistrationGuide.pdf

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All Users

LEA Users

All Jurisdiction Users

Jurisdictions with One or More Associated LEAs

Getting Started with Receipts and Payments

Welcome to the *Bulletproof Vest Partnership (BVP) Receipts and Payments* user guide. This guide will provide you with detailed instructions on reporting receipts for vest purchases and requesting payments for these purchases.

The BVP System

The BVP system enables jurisdictions and law enforcement agencies (LEAs) to work with the Bureau of Justice Assistance (BJA) to receive funding reimbursement for the purchase of bullet resistant and stab protective vests. The BVP system is the program application and payment management system utilized by BJA to allow you, as a representative for your jurisdiction or LEA, to register your agency, apply for funds, report receipts, and request payments. **This user guide covers the receipt management and payment request process.**

Managing Receipts

Following your agency's purchase of protective vests, you will need to create and manage receipts for these purchases in the BVP system. As part of creating receipts, you will provide exact information on the vests you purchased, including who you purchased them from, the specific serial number for each vest, and which officer within your agency was assigned the vest.

Creating Payment Requests

Both LEA and jurisdiction users have the capability to create payment requests in the BVP system. This process involves selecting allowable receipts to include in the payment request; deciding whether to request a waiver; and saving or editing the recommended maximum drawdown amount for each receipt. LEAs submit their payment requests to the jurisdiction for approval.

Submitting Payment Requests

The agency's CEO or authorized designee must certify that all information in the payment request or waiver request is true and correct. Jurisdictions with one or more associated LEAs are also able to deny LEA payment requests.

When requesting reimbursement from BJA, the jurisdiction must ensure their banking information is accurate in the BVP system.

BVP User Accounts

There are four different types of BVP users. Understanding which type of account you have is important to completing the receipt management and payment request processes. The User Account table outlines the functions and responsibilities of the four different types of BVP user accounts.

Table 1 User Account Functions and Responsibilities

User Account Type	Functions & Responsibilities
Law Enforcement Agency (LEA)	• Each LEA is associated with one jurisdiction • Manage receipts for vests purchased • Create payment requests • Submit payment requests to jurisdiction for approval • View payment history
Jurisdiction with *no* associated LEAs	• Not responsible for overseeing any LEA activities • Manage receipts for vests purchased • Create payment requests • Submit payment requests to BJA • View payment history
Jurisdiction with *one* associated LEA	• Manage receipts for vests purchased • Create payment requests • Review (and deny, if necessary) payment requests submitted by the LEA • Submit payment requests to BJA for both the jurisdiction and associated LEA • View payment history
Jurisdiction with *two or more* associated LEAs	• Manage receipts for vests purchased • Create payment requests • Review (and deny, if necessary) payment requests submitted by LEAs • Submit payment requests to BJA for both the jurisdiction and associated LEAs • View payment history

Figure 1 BVP Home Page

A Login

Create new account

Register for BVP as an existing OJP user
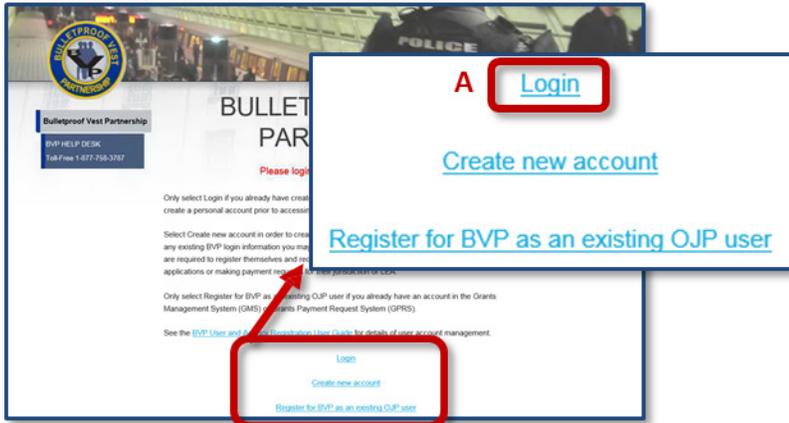
Figure 2 OJP System Access Enter Username

OFFICE OF JUSTICE PROGRAMS
Innovation • Partnerships • Safer Neighborhoods

You are attempting to access a protected resource
Please identify by entering your Username.
Username:

Continue B

Forgot Password

Figure 3 OJP System Answer Security Question

Please identify yourself by answering the below question :

What is your father's middle name?

Would you like to remember this computer?

○ This is a personal computer. Remember it.
◉ This is a public computer. Do not remember.

Continue C
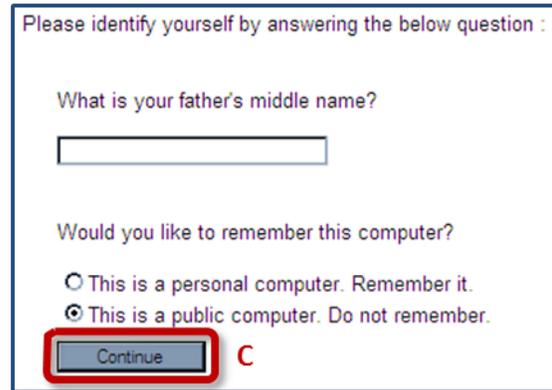
Figure 4 OJP System Enter Password

You are attempting to access a protected resource
Please verify your Personal Image and Security Phrase before entering the password
Personal Image :

Security Phrase : Red is my favorite color

Please enter your password.

Edit Enrollment Information
☐ Would you like to edit your enrollment information?

Continue D

Forgot Password

Logging in to the BVP System

You will log into the BVP system from the BVP home page by selecting the **Login** link. To log in to the system, you will need your BVP username and password. You may also be prompted to answer one of your security questions, which are displayed randomly; however, this should occur only the first time you log into the system or if you indicate that you are accessing the system from a public computer.

When you log into the BVP system, confirm that your personal image and security phrase are correct. If your security information is different from what you set previously, close your Internet browser and contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov.

> **NOTE**: *You have three attempts to enter your username and password correctly before you are locked out of the BVP system. If you get locked out, contact the BVP Helpdesk for assistance.*

Log-In Troubleshooting Tips

If you experience trouble logging into the system, you may wish to try these tips before contacting the BVP Helpdesk:

1. Check your keyboard to make sure the CAPS Lock is not on. Your password is case sensitive, so any capitalization discrepancies in your password will prevent you from logging in.

2. Use the **Forgot Password** link to create a new password if you cannot recall your password.

HOW TO. . .
Log in to BVP

1. Go to the BVP homepage: http://www.ojp.gov/bvpbasi/.
2. Select the **Login** link (**p. 3, Fig. 1, A**).
3. Enter your username and select the **Continue** button (**p. 3, Fig. 2, B**).
   Note: Your BVP username and password may be different from your OJP System Access username and password.
4. If prompted, enter the answer to your security question. Next, identify if you are on a personal or public computer and select the **Continue** button (**p. 3, Fig. 3, C**).
5. Confirm that your personal image and security phrase are correct. If correct, enter your password and select the **Continue** button to complete the login process (**p. 3, Fig. 4, D**).

Figure 5 Create Receipt Process for Jurisdiction and LEA Users

Select **Payment / Manage Receipts**

Create the Receipt
- Select **Create New Receipt**
- Create Receipt Header
- Add/Edit Receipt Line Items
- Add/Edit Vest Assignments
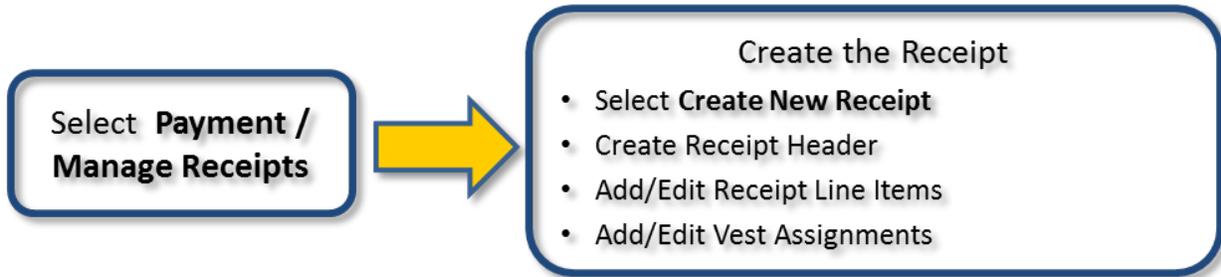
Figure 6 BVP Menu – Payment Section (Note: LEA BVP Menu does not include Bank Information or Print Bank Form.)

3. Payment

3.1 Bank Information

3.2 Print Bank Form

3.3 Manage Receipts　　A

Figure 7 Manage Receipts Page

your LEA listing under **Associated Law Enforcement Agency Receipts**. You can create a new receipt by clicking the **Create New Receipt** button.

3. Payment

3.1 Bank Information

3.2 Print Bank Form

3.3 Manage Receipts

3.4 Payment Request

3.5 Payment History

4. Status

5. Personal Information

Help

CURRENT JURISDICTION RECEIPTS

No receipt available.

ASSOCIATED LAW ENFORCEMENT AGENCY RECEIPTS

Click here to proceed

CREATE NEW RECEIPT　　B

Figure 8 Receipt Header

RECEIPT HEADER

* Distributor: Begin typing the name of your distributor. Once you have stopped typing, the list of distributors that begin with what you have entered will appear in a selection box. If your distributor is not listed, click here: 'Add Vendor'. Please call the BVP help desk at 1-877-758-3787 if you need assistance with selecting or adding a distributor.

dist　　✕　　C

Distributor
123 Test Drive
Washington, VA 22203-0000

Tax, Shipping, & Handling: Tax, Shipping, & Handling for all vests in this receipt.

$ 　　D

　　E

* Date Ordered: Date Vests were ordered.

* Funds Type: The type of funds you wish to request payment against for this receipt.

Regular Fund

Importing File? Are you importing a CSV file containing your receipt line items and vest assignments? If yes, select this box. If you are manually entering the information, please leave the box to the right blank.

☐

Required fields are denoted by *.

F　　CREATE RECEIPT　　CANCEL

Managing Receipts for Vest Purchases

Creating a Receipt – All Users

After purchasing bullet resistant or stab protective vests, your agency will need to enter receipts for these purchases into the BVP system (**Figure 5**). To do so, your agency must create a receipt with information that proves your original purchase of the vest(s). To report a receipt, your agency must have (1) funds available in BVP, and (2) funds eligible for the reported receipt based on the receipt order date. After creating a receipt, all users must add at least one receipt line item to the receipt. The receipt line item includes manufacturer, vest model information, and cost per unit. Review Adding a Receipt Line Item for more information.

Validating Receipt Information

There are a number of validations your agency must pass in order to successfully report vest purchase receipts and submit payment requests. These validations ensure the information you are entering is accurate, which is critical for BJA to prevent fraud or abuse of the BVP reimbursement program. All data fields marked with a red asterisk (*) in the BVP system are required fields. Be sure to enter information in these fields exactly as it appears on your receipt(s) of purchase.

HOW TO. . .
Create a New Receipt

1. Select **Payment**, then **Manage Receipts** in the left menu (**p. 5, Figure 6, A**).
2. Select the **Create New Receipt** button (**p. 5, Figure 7, B**).
3. Review the information that appears above the **Receipt Header** form. This section includes information about which receipts are eligible for reporting, as well as vest information.
4. Enter the name of the distributor from whom you purchased the vest(s).

    Note: Begin typing the name of the distributor, then wait for the system to generate a list of the distributors that match the title you have entered.
5. Select the name of the distributor in the list (**p. 5, Figure 8, C**).

    Note: If the distributor you purchased the vest(s) from does not appear in the list, select the **Add Vendor** link in the Distributor row. Complete the Add Vendor form and select the **Add Vendor and Continue** button.
6. (Optional) Enter a dollar amount (e.g., 10.00) into the **Tax, Shipping & Handling** field (**D**).

    Note: The Tax, Shipping & Handling cost cannot exceed 15% of the unit price multiplied by the number of vests. This amount does not represent the total receipt value.
7. Select the date on which your jurisdiction ordered the vests by clicking in the **Date Ordered** field (**E**), and then selecting the date of the order from the pop-up calendar.
8. Check whether you are importing a CSV file containing your receipt line items. If you are importing this file, go to How to Create a New Receipt by Importing a CSV file.
9. Select the **Create Receipt** button (**F**) to create the receipt and display the Receipt Details page to add receipt line items. Go to How to Add a Receipt Line Item and continue with Step 2.

    Note: Select the **Cancel** button to return to the previous page without creating the receipt.

Figure 9 BVP Menu – Payment Section

3. Payment

3.1 Bank Information

3.2 Print Bank Form

3.3 Manage Receipts   A

Figure 10 Manage Receipts Page

3. Payment

your LEA listing under **Associated Law Enforcement Agency Receipts**. You can create a new receipt by clicking the **Create New Receipt** button.

3.1 Bank Information

3.2 Print Bank Form

3.3 Manage Receipts

3.4 Payment Request

3.5 Payment History

4. Status

5. Personal Information

Help

CURRENT JURISDICTION RECEIPTS

No receipt available.

ASSOCIATED LAW ENFORCEMENT AGENCY RECEIPTS

Click here to proceed

CREATE NEW RECEIPT   B

Figure 11 Receipt Header

RECEIPT HEADER

* Distributor: Begin typing the name of your distributor. Once you have stopped typing, the list of distributors that begin with what you have entered will appear in a selection box. If your distributor is not listed, click here: '**Add Vendor**'. Please call the BVP help desk at 1-877-758-3787 if you need assistance with selecting or adding a distributor.

dist ⊗   C

Distributor
123 Test Drive
Washington, VA 22203-0000

Tax, Shipping, & Handling: Tax, Shipping, & Handling for all vests in this receipt.

$ [   ]   D

[   ]   E

* Date Ordered: Date Vests were ordered.

[📅]

* Funds Type: The type of funds you wish to request payment against for this receipt.

Regular Fund

Importing File? Are you importing a CSV file containing your receipt line items and vest assignments? If yes, select this box. If you are manually entering the information, please leave the box to the right blank.

☑   F

RECEIPT IMPORT

* Upload File: The CSV file that contains your vest line and assignment information. For guidelines on the upload file format and example files,

click here: '**Receipt File Import Guidelines**'.   G

[   ]   H   Browse...

Import File Has Header? Does your CSV file have header information on the top line?

My File Has a Header ▾   I

Required fields are denoted by *.

J   CREATE RECEIPT   CANCEL

Importing a Receipt – All Users

BVP system users may create a new receipt by importing a properly formatted comma-separated values (CSV) file. This allows users to maintain their receipt information in an external application, such as Microsoft Excel. However, it is critical to format this file exactly as defined in the Receipt File Import Guidelines.

HOW TO. . .

Create a New Receipt by Importing a CSV File

1. Select **Manage Receipts** under the **Payment** section in the left menu (**p. 7, Fig. 9, A**).
2. Select the **Create New Receipt** button (**p. 7, Fig. 10, B**).
3. Review the information that appears above the Receipt Header form. This section includes information about which receipts are eligible for reporting, as well as vest information.
4. Enter the name of the distributor from whom you purchased the vest(s).

   Note: Begin typing the name of the distributor, then wait for the system to generate a list of the distributors that match the title you have entered.
5. Select the name of the distributor in the list (**p. 7, Fig. 11, C**).

   Note: If the distributor you purchased the vest(s) from does not appear in the list, select the **Add Vendor** link in the Distributor row. Complete the Add Vendor form and select the **Add Vendor and Continue** button.
6. (Optional) Enter a dollar amount (e.g., 10.00) in the **Tax, Shipping & Handling** field (**D**).

   Note: The Tax, Shipping & Handling cost cannot exceed 15% of the unit price multiplied by the number of vests. This amount does not represent the total receipt value.
7. Select the date on which your jurisdiction ordered the vests by clicking in the **Date Ordered** field, and then selecting the date of the order from the pop-up calendar.
8. Select the **Importing File?** checkbox (**F**).
9. Select the **Receipt File Import Guidelines** link (**G**) and ensure you have followed the formatting rules exactly.

   WARNING: If you do not format your file exactly as defined in the guidelines, the system will not import it and will report an error. You must correct the original file and import it again.
10. Select the **Browse...** button, then locate and select the CSV file you wish to upload.
11. Select whether you added a header to your imported CSV file (**I**).
12. Select the **Create Receipt** button (**J**) to create the receipt and display the Receipt Details page populated with line items and vest assignments from the CSV file.

    Note: Select the **Cancel** button to return to the previous page without creating the receipt.

Figure 12 BVP Menu – Payment Section

3. Payment

3.1 Bank Information

3.2 Print Bank Form

3.3 Manage Receipts   A

Figure 13 Current Receipts

Receipts					
Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost
⊖ 04/15/2015	Manufacturer	Regular Fund	3	$100.00	$2,350.00

Action: View   B

Figure 14 Add Item

Total Cost	$100.00
Action	Edit | Delete

RECEIPT LINE ITEMS   ADD ITEM ⊕   C

No receipt line item available.

Figure 15 Enter Receipt Line Item Information

MANUFACTURER INFO

* **Manufacturer:** Begin typing the name of the Manufacturer. Once you have stopped typing, the list of manufacturers that begin with what you have entered will appear in a selection box. If the manufacturer is not listed, call the BVP help desk at 1-877-758-3787 for assistance.

manu   ×   D

Manufacturas Delmyp
Vest Type: Ballistic

* **Model:** Begin typing the name of the Model provided by the manufacturer selected. Once you have stopped typing, the list of models provided by the manufacturer with what you have entered will appear in a selection box. If the model is not listed, call the BVP help desk at 1-877-758-3787 for assistance.   E

* **Price per Unit:** Enter the cost of a vest for the manufacturer/model combination selected.   F

Required fields are denoted by *.

G   SAVE   CANCEL

9

Adding a Receipt Line Item – All Users

After creating a receipt, you must enter all of the receipt line items as they appear on your receipt of purchase. This information includes the manufacturer name, model name, and exact price per unit (the cost of one vest).

NIJ-Approved Vests

The BVP program supports only the purchase of body armor that has been tested and found to comply with current National Institute of Justice (NIJ) Ballistic or Stab Standards. As a result, you will only be able to receive reimbursement for purchasing approved vest models from approved manufacturers. A list of acceptable manufacturers and models is available on the following website: http://www.nij.gov/technology/bodyarmor/compliantballisticarmor.htm.

> **HOW TO. . .**
> **Add a Receipt Line Item**
>
> 1. If needed, navigate to the Manage Receipts page by selecting **Payment / Manage Receipts** in the left menu (**p. 9, Fig. 12, A**). Then select the **+** icon and the **View** link for the receipt to which you wish to add a line item (**p. 9, Fig. 13, B**).
> 2. Select the **Add Item** link (**p. 9, Fig. 14, C**).
> 3. Begin typing the name of the vest manufacturer into the **Manufacturer** field and then select the appropriate name from the list generated by the system (**p. 9, Fig. 15, D**).
>   **Note:** Manufacturers must be entered using the autocomplete function in order to display the list of approved vest models associated with the manufacturer.
> 4. Enter the name of the vest model (**E**).
>   **Note:** A list of the vest models that are associated with the manufacturer you entered and that were on the NIJ-approved list of vests on the date the vests were ordered will be displayed in a selection box.
> 5. Select the name of the model from the list.
> 6. Enter the exact price per unit for the vest model you are adding (**F**).
> 7. Select the **Save** button (**G**) to save the item and display the Receipt Details page with the receipt line item listed.
>   **Note:** Select the **Cancel** button to return to the previous page without adding the line item.
> 8. Repeat steps 2-7 to add additional items. When you have finished adding receipt line items, add the vest assignments. See How to Add/Edit a Vest Assignment to continue.

Figure 16 BVP Menu – Payment Section

3. Payment

| 3.1 Bank Information |
| 3.2 Print Bank Form |
| 3.3 Manage Receipts |

A

Figure 17 Current Receipts

Receipts

Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost
⊖ 04/15/2015	Manufacturer	Regular Fund	3	$100.00	$2,350.00

Action: View   B

Figure 18 Receipt Line Items

RECEIPT LINE ITEMS   ADD ITEM ⊕

Model	Manufacturer	Price per Unit	Quantity	Cost
— BA-2000S-BV01	Manufacturer	$1,201.00		

C **Action:** Edit Delete D

Vest: Assignments

Officer Name	Vest Serial Number	Received Date

Edit Vest Assignment

Figure 19 Save Receipt Line Item Edits

MANUFACTURER INFO

* Manufacturer: Begin typing the name of the Manufacturer. Once you have stopped typing, the list of manufacturers that begin with what you have entered will appear in a selection box. If the manufacturer is not listed, call the BVP help desk at 1-877-758-3787 for assistance.

Manufacturer

* Model: Begin typing the name of the Model provided by the manufacturer selected. Once you have stopped typing, the list of models provided by the manufacturer with what you have entered will appear in a selection box. If the model is not listed, call the BVP help desk at 1-877-758-3787 for assistance.

BA-2000S-BV01

* Price per Unit: Enter the cost of a vest for the manufacturer/model combination selected.

1201.00

E   F

Required fields are denoted by *

| SAVE | SAVE AND GO TO VEST ASSIGNMENT | CANCEL |

Figure 20 Delete Receipt Line Item

RECEIPT HEADER

Name	Test Jurisdiction
Vendor	Manufacturer
Ordered Date	04/15/2014
Fund Type	Regular Fund
Total Quantity	3
Tax Shipping & Handling	$100.00
Total Cost	$2,350.00

RECEIPT LINE ITEM (TO BE DELETED)

Model	Manufacturer	Price per Unit	Quantity	Cost
✛ BA-2000S-BV01	Manufacturer	$750.00	3	$2,250.00

| CANCEL | DELETE | G

Editing or Deleting a Receipt Line Item – All Users

> **HOW TO. . .**
> **Edit a Receipt Line Item**
>
> 1. If needed, navigate to the Manage Receipts page by selecting **Payment / Manage Receipts** in the left menu (**p. 11, Fig. 16, A**) and then selecting the **+** icon and **View** link for the receipt where you wish to edit a line item (**p. 11, Fig. 17, B**).
> 2. Select the **Edit** link (**p. 11, Fig. 18, C**).
> 3. Change the line item information.
>   **Note:** For more details on this process, see How to Add a Receipt Line Item, steps 2-6.
> 4. When you have finished editing the line item, select the **Save** button (**p. 11, Fig. 19, E**) to complete the process.
>   **Note:** Selecting the **Save** button will return you to the Receipt Details page. You may also select the **Save and Go to Vest Assignment** button (**F**) to save the vest assignment and move to the Vest Assignments page. For more details on editing the vest assignment, see How to Add/Edit a Vest Assignment.
>   **Note:** Select the **Cancel** button to return to the previous page without editing the receipt line item.

> **HOW TO. . .**
> **Delete a Receipt Line Item**
>
> 1. If needed, navigate to the Manage Receipts page by selecting **Payment / Manage Receipts** in the left menu (**p. 11, Fig. 16, A**) and then selecting the **+** icon and **View** link for the receipt where you wish to delete a line item (**p. 11, Fig. 17, B**).
> 2. Select the **Delete** link (**p. 11, Fig. 18, D**).
> 3. Select the **Delete** button to finalize the deletion (**p. 11, Fig. 20, G**).
>   **Note:** Select the **Cancel** button to return to the previous page without deleting.

Figure 21 BVP Menu

3. Payment

3.1 Bank Information

3.2 Print Bank Form

3.3 Manage Receipts   A

Figure 22 Current Receipts

Receipts					
Ordered Date	Vendor	Fund Type	Quantity	Tax Shipping & Handling	Cost
⊖ 04/15/2015	Manufacturer	Regular Fund	3	$100.00	$2,350.00

Action: View   B

Figure 23 Receipt Line Items

RECEIPT LINE ITEMS				ADD ITEM ⊕
Model	Manufacturer	Price per Unit	Quantity	Cost
▬ BA-2000S-BV01	Manufacturer	$1,201.00		

Action: Edit | Delete

Vest:
Assignments		
Officer Name	Vest Serial Number	Received Date

C   Edit Vest Assignment

Figure 24 Vest Assignment List

VEST ASSIGNMENT LIST				
Line	*Serial Number	*Officer First Name	*Officer Last Name	*Received Date	Delete
1				📅	F ☐

Required fields are denoted by *.

D ADD   SAVE   E SAVE AND GO TO EDIT RECEIPT LINE ITEM   CANCEL

Adding/Editing/Deleting a Vest Assignment – All Users

All receipts must include all of your agency's vest assignments in order to receive a reimbursement through BVP. For every vest purchased, you need to enter the specific serial number of the vest and identify which officer within your agency was assigned the vest.

You cannot duplicate serial numbers in the vest assignments from a single manufacturer. You can assign the same officer with more than one vest within a replacement cycle. However, you must provide an explanation for why the officer needs a replacement vest in order to submit the assignment.

HOW TO. . .
Add/Edit a Vest Assignment

1. If needed, navigate to the Manage Receipts page by selecting **Payment / Manage Receipts** in the left menu (**p. 13, Fig. 21, A**) and then selecting the **+** icon and **View** link for the receipt to which you wish to add a vest assignment (**p. 13, Fig. 22, B**).
2. Select the **+** icon and then the **Edit vest assignment** link for the receipt line item where you wish to add/edit an assignment (**p. 13, Fig. 23, C**).
3. Make any necessary changes to the existing vest assignments.
4. If you need to add a new vest assignment, select the **Add** button (**p. 13, Fig. 24, D**).
5. Enter the serial number, officer name, and received date for the new vest assignment.
6. Repeat steps 5 and 6 until all the vest assignments for your agency's order have been added.
7. Select the **Save** button (**E**).

    Note: Selecting the **Save** button will return you to the Receipt Details page. You may also select the **Save and Go to Edit Receipt Line Item** button to save the vest assignment and then move to the Line Item page.

    Note: Select the **Cancel** button to return to the previous page without adding or editing the vest assignment.

HOW TO. . .
Delete a Vest Assignment

1. If needed, navigate to the Manage Receipts page by selecting **Payment / Manage Receipts** in the left menu (**p. 13, Fig. 21, A**) and then selecting the **+** icon and **View** link for the receipt from which you wish to delete an assignment (**p. 13, Fig. 22, B**).
2. Select the **+** icon and then the **Edit vest assignment** link for the receipt line item where you wish to delete an assignment (**p. 13, Fig. 23, C**).
3. Select the **Delete** checkbox for the vest assignment you wish to delete (**p. 13, Fig. 24, F**).

    Note: By selecting the appropriate checkboxes, you can delete multiple vest assignments at one time.

4. Select the **Save** button (**E**).

    Note: Select the **Cancel** button to return to the previous page without deleting.

Figure 25 BVP Menu

A

Figure 26 Current Receipts

B

Figure 27 Receipt Header for Selected Receipt

C

Figure 28 Deletion Confirmation

D

Deleting a Receipt – All Users

All BVP users have the ability to delete their own agency's receipts, if necessary. The receipt deletion process is final; a deleted receipt cannot be retrieved.

> ### HOW TO. . .
> ### Delete a Receipt
>
> 1. If needed, navigate to the Manage Receipts page by selecting **Payment / Manage Receipts** in the left menu (**p. 15, Fig. 25, A**) and then selecting the **+** icon and **View** link for the receipt you wish to delete (**p. 15, Fig. 26, B**).
> 2. Select the **Delete** link in the Receipt Header section (**p. 15, Fig. 27, C**).
>   **WARNING:** You cannot undo the receipt deletion process once you complete the next step.
> 3. Select the **Delete** button to finalize the deletion (**p. 15, Fig. 28, D**).
>   **Note:** Select the **Cancel** button to return to the previous page without deleting the receipt.

Figure 29 Common Functions in the Create Payment Request Process for LEA and Jurisdiction Users

Select **Payment Request** Link

→

Create Payment Request
- Select Allowable Receipts
- Save/Edit Maximum Drawdown Amounts
- Request Waivers (*optional*)
- Save and Confirm Drawdown Amounts

Figure 30 Save/Edit Drawdown Amounts

Save
Maximum Amount for each receipt = 50% of Total Cost

Edit
Total Amount for receipts ≤ Maximum Drawdown for Fiscal Year

→

Save Drawdown Amounts

→

Confirm Drawdown Amounts
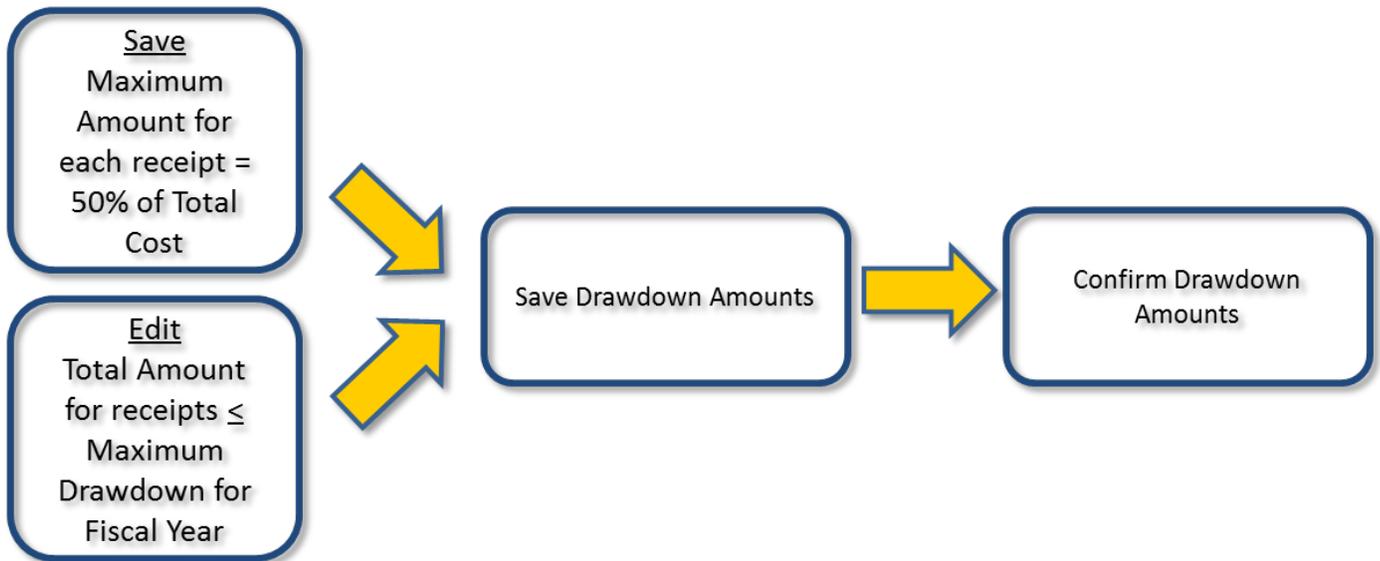
Figure 31 Request a Waiver

Request a waiver

→

Save 100% Drawdown Amount

→

Confirm Request for 100% Reimbursement

17
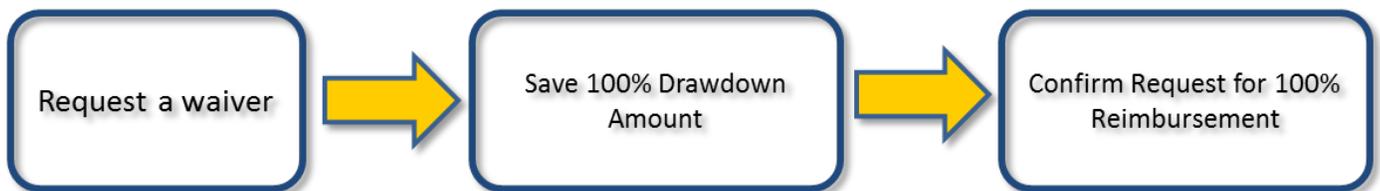
Creating Payment Requests

After you have created receipts for vest purchases, you must create a payment request for those receipts in order to receive reimbursement. LEA users no longer send their receipts to the jurisdiction, but instead create payment requests for approval by the jurisdiction. Jurisdictions continue to manage their own receipts and create payment requests for those receipts.

To create a payment request, you will select allowable receipts to include in the request, edit drawdown amounts for available funds, and save the request (**Figures 29** and **30**). You will also indicate whether or not you want to request a waiver. Requesting a waiver means asking for 100% reimbursement of the cost of your vest purchases.

If you do not request a waiver, 50% of the total cost of the receipt is calculated as the recommended maximum drawdown amount. You can edit the drawdown amount for each receipt, but cannot exceed the maximum drawdown amount available for the fiscal year.

When requesting waivers, LEAs and jurisdictions must save and confirm their requests for 100% reimbursement for vest purchases (**Figure 31**). When you submit the payment request, you will be required to provide justification for the waiver.

Validating Receipt Information

There are a number of validations that both LEAs and jurisdictions must pass in order to request a payment from BJA. These validations ensure the information entered is accurate, which is critical for BJA to prevent fraud or abuse of the BVP reimbursement program. All data fields marked with a red asterisk (*) in the BVP system are required fields.

Important Reminders

For every vest purchased, you must enter the specific serial number of the vest and identify which officer within your agency was assigned the vest. You cannot duplicate serial numbers in the vest assignments from a single manufacturer.

You are able to assign the same officer with more than one vest within a replacement cycle. However, in order to submit the assignment, you must have provided an explanation about why the officer is assigned multiple vests within the replacement cycle.

BVP funds may be used for tactical-level armor. However, only one vest may be purchased per officer in a replacement cycle. If an agency purchases a tactical-level vest for an officer, it must be his/her primary vest. Jurisdictions cannot then use BVP funds to purchase a regular-duty vest for the same officer during the same replacement cycle.

Workflows for Creating Payment Requests

For more information about the different workflows for creating payment requests, please refer to the following:

Figure 32 LEA BVP Menu – Status Section

Figure 33 LEA Status Page

Viewing Pending Actions – LEA Users ◇

The Status page displays pending actions that must be completed prior to program deadlines. The red exclamation mark "**!**" in the **ATTN** column indicates when a near-term action is required (e.g., the award expires within the current year).

The Current Receipts Summary provides information about your agency's in-progress receipts. You must finish entering all line item information and vest assignments for a receipt before creating a payment request.

The list of Current Payment Requests shows the total amount of requested funds and the current status of the payment requests your agency has created. The statuses for payment requests are as follows:

- Created – the payment request has been created, but no action has been taken on it.
- Sent for Chief Executive Approval – the payment request has been submitted to the jurisdiction CEO for approval.
- Not Approved by Chief Executive – the payment request has been denied by the jurisdiction CEO. The receipts associated with the payment request have been returned to the LEA for editing or deletion.
- Sent for BVP Approval – the payment request has been approved by the jurisdiction and submitted for BJA approval.
- Rejected by BVP – the payment request has been denied by BJA.
- Approved by BVP – the payment request has been approved by BJA.
- Processing Payment – reimbursement for your vest purchases is in process.

You can also view a list of your agency's payment requests, organized by status, on the Payment History page. See Viewing Payment History for more information.

HOW TO. . .
View Pending Actions

1. Select **Status**, then **Current Status** in the left menu (**p. 19, Fig. 32, A**).
2. If there are receipts that require your attention (**p. 19, Fig. 33, B**), select the **View Details** link (**C**) to access the Manage Receipts page. As needed, you can add, edit, or delete receipt line items and edit vest assignments.

   Note: For more details on these processes, see Adding a Receipt Line Item, Editing a Receipt Line Item, and Adding/Editing/Deleting a Vest Assignment.
3. Review the Current Status of your agency's payment requests (**D**).
4. Select the **+** icon and then the **View Details** link (**E**) to view the drawdown details for a specific payment request.

   Note: To return to the Status page, you must select the **Back** button on the Receipt Drawdown page. Do not use your browser's back arrow to navigate in the system.

Figure 34 LEA BVP Menu – Payment Section

Figure 35 Create a Payment Request
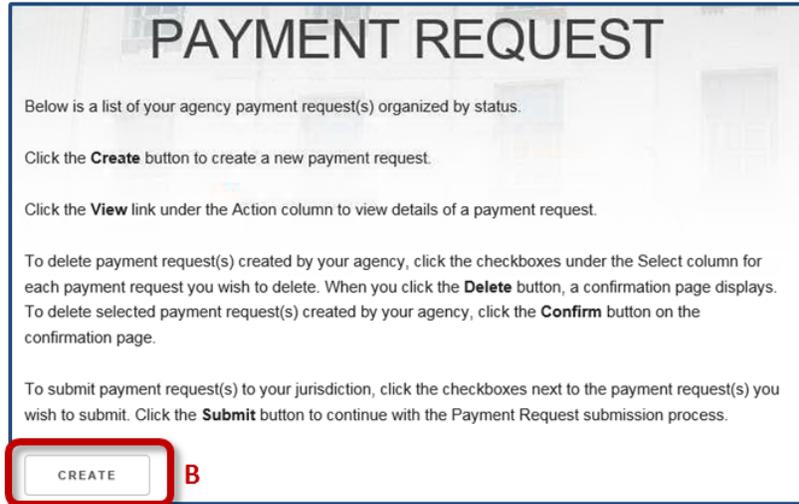
Figure 36 Select Receipt
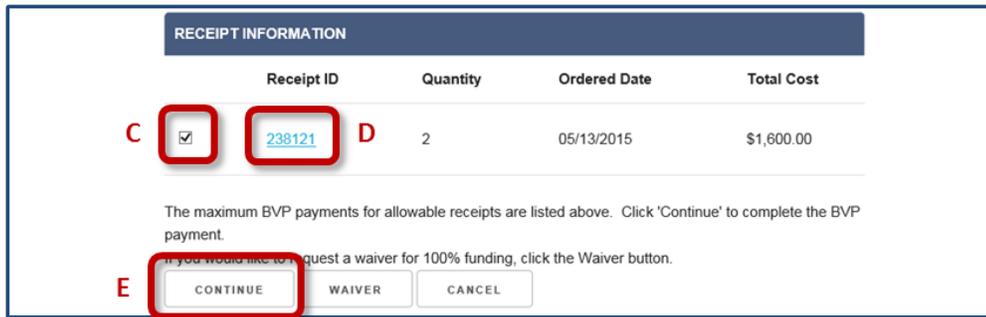
Figure 37 Save Receipt Drawdown Amounts
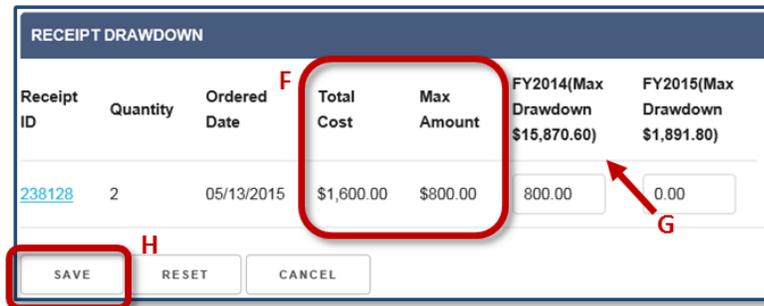
Figure 38 Confirm Receipt Drawdown Amounts
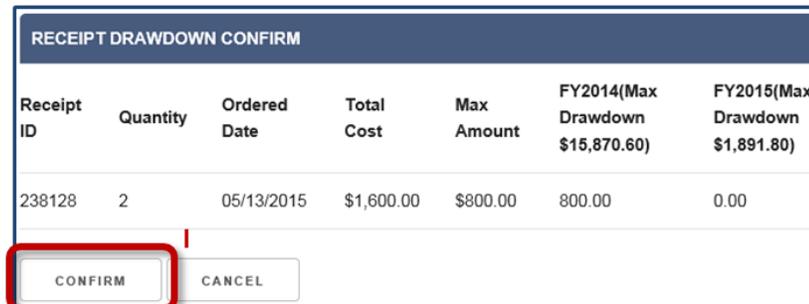
Creating a Payment Request – LEA Users ◇

The Payment Requests page displays a list of payment requests that your agency has created, but not yet submitted for payment. Before submission to the jurisdiction, you are able to edit the details of these payment requests. You are also able to delete a payment request.

When you create a payment request, you first view the maximum BVP payments for your agency's allowable receipts. Based on whether or not you request a waiver, the system calculates a recommended maximum drawdown amount. If you do not request a waiver, 50% of the total cost of the receipt is calculated as the maximum drawdown amount.

You can edit or change the maximum drawdown for each receipt. However, the total cost for the payment request cannot exceed the maximum drawdown amount available for the fiscal year. Before proceeding, you must confirm that the maximum drawdown amounts displayed match what you previously accepted or edited. After confirming the request, you can submit it. See Submitting Payment Requests for information on submitting your payment requests.

🖱️ **HOW TO. . .**
Create a Payment Request

1. Select **Payment / Payment Request** in the left menu (**p. 21, Fig. 34, A**).
2. Select the **Create** button to create a new payment request (**p. 21, Fig. 35, B**).
3. On the Select Receipt page, review the maximum BVP payments for your agency's allowable receipts, then select the receipt(s) you wish to include in the payment request (**p. 21, Fig. 36, C**).
4. If needed, select the **Receipt ID** link (**D**) to display the Receipts Details page in a separate tab. Be sure to close this tab when you are finished viewing the receipt details.

   Note: You are not able to edit your receipts when you are creating a payment request. To edit receipts, you must exit the Payment Request function and navigate to **Manage Receipts**.
5. If you are not requesting a waiver, select the **Continue** button (**E**). For more details on requesting a waiver, see How to Request a Waiver.

   Note: Based on whether or not you are requesting a waiver, the system calculates the correct maximum drawdown amount. If you request a waiver, the system will display 100% reimbursement. If no waiver is requested, the system will display 50% of the total cost as the maximum drawdown amount.
6. On the Receipt Drawdown page, review the **Total Cost** and **Max. Amount** for each of your allowable receipts (**p. 21, Fig. 37, F**). You can edit the recommended maximum drawdown amount for each receipt.

   Note: If you change the maximum drawdown amounts, the total amount for the payment request cannot exceed the maximum drawdown amount available for the fiscal year (**G**).
7. Select the **Save** button (**H**).
8. Review the Receipt Drawdown Confirm page. Select the **Confirm** button (**p. 21, Fig. 38, I**).
9. See Submitting Payment Requests to continue with submitting the payment request.

Figure 39 LEA BVP Menu – Payment Section

3. Payment

3.1 Manage Receipts

3.2 Payment Request   A

3.3 Payment History

Figure 40 Create a New Payment Request

PAYMENT REQUEST

Below is a list of your agency payment request(s) organized by status.

Click the **Create** button to create a new payment request.

Click the **View** link under the Action column to view details of a payment request.

To delete payment request(s) created by your agency, click the checkboxes under the Select column for each payment request you wish to delete. When you click the **Delete** button, a confirmation page displays. To delete selected payment request(s) created by your agency, click the **Confirm** button on the confirmation page.

To submit payment request(s) to your jurisdiction, click the checkboxes next to the payment request(s) you wish to submit. Click the **Submit** button to continue with the Payment Request submission process.

CREATE   B

Figure 41 Select Receipt

RECEIPT INFORMATION

	Receipt ID	Quantity	Ordered Date	Total Cost
C ☑ D	238122	2	04/13/2015	$1,590.00

The maximum BVP payments for allowable receipts are listed above. Click 'Continue' to complete the BVP payment.

If you would like to request a waiver for 100% funding, click the Waiver button.   E

CONTINUE   WAIVER   CANCEL

Figure 42 Save Waiver Drawdown Amount

RECEIPT DRAWDOWN

Receipt ID	Quantity	Ordered Date	Total Cost	Max Amount	FY2014(Max Drawdown $15,850.60)	FY2015(Max Drawdown $1,891.80)
			F			
238122	2	04/13/2014	$1,590.00	$1,590.00	1590.00 G	

H
SAVE   RESET   CANCEL

Figure 43 Confirm Waiver Drawdown Amount

RECEIPT DRAWDOWN CONFIRM

Receipt ID	Quantity	Ordered Date	Total Cost	Max Amount	FY2014(Max Drawdown $15,850.60)	FY2015(Max Drawdown $1,891.80)
238122	2	04/13/2014	$1,590.00	$1,590.00	1590.00	

I
CONFIRM   CANCEL

23

Requesting a Waiver – LEA Users ◇

Your agency may request a waiver to receive 100% reimbursement funding for vest purchases. When you do this, the system calculates a maximum drawdown amount that represents 100% of your total cost. Once you create the request, you can submit it for reimbursement. See Submitting Payment Requests for information on submitting the request.

HOW TO. . .
Request a Waiver

1. Select **Payment / Payment Request** in the left menu (**p. 23, Fig. 39, A**).
2. Select the **Create** button to create a new payment request (**p. 23, Fig. 40, B**).
3. On the Receipt Information page, review the maximum BVP payments for your agency's allowable receipts; then select the receipt(s) you wish to include in the request (**p. 23, Fig. 41, C**).
4. If needed, select the **Receipt ID** link (**D**) to display the Receipt Details page in a separate tab. Be sure to close this tab when you are finished viewing the receipt details.

   Note: You are not able to edit your receipts when you are creating a payment request. To edit receipts, you must exit the Payment Request function and navigate to **Manage Receipts**.
5. If you are requesting a waiver, select the **Waiver** button (**E**).
6. On the Receipt Drawdown page, review the **Total Cost** and **Max. Amount** for each receipt for which you are requesting a waiver (**p. 23, Fig. 42, F**).

   Note: Because you requested a waiver, the drawdown amount for each receipt represents 100% reimbursement for vest purchases. Your total amount for the payment request cannot exceed the maximum drawdown amount available for the fiscal year (**G**).
7. Select the **Save** button (**H**).
8. Review the Receipt Drawdown Confirm page. Select the **Confirm** button (**p. 23, Fig. 43, I**).
9. See Submitting Payment Requests to continue with submitting the request.

Figure 44 Jurisdiction BVP Menu – Status Section

Figure 45 Jurisdiction Status Page

Viewing Pending Actions and Payment Status – All Jurisdiction Users ◇

The Status page displays pending actions that must be completed prior to program deadlines. Jurisdictions are also able to review information about available awards and can track the total amount paid against the total requests by fiscal year. The red "**!**" in the **ATTN** column (**p. 25, Fig. 45, B**) indicates when a near-term action is required (e.g., the award expires within the current year).

The Current Receipts Summary provides information about your agency's in-progress receipts. The list of Current Payment Requests shows the total amount of requested funds and the current status of each payment request that the jurisdiction has created. The statuses for payment requests include the following:

- Created – the payment request has been created, but no action has been taken on it.
- Sent for BVP Approval – the payment request has been certified by the CEO and submitted for BJA approval.
- Rejected by BVP – the payment request has been denied by BJA.
- Processing Payment – the payment request has been approved by BJA and reimbursement for vest purchases is in process.

Jurisdictions with one or more associated LEAs do not see the LEA payment requests listed on the Status page. Information about LEA payment requests is in Payment History. See **Viewing Payment History** for more information.

🖱️ **HOW TO. . .**
View Pending Actions and Payment Status

1. Select **Status**, then **Current Status** in the left menu (**p. 25, Fig. 44, A**).
2. If there are receipts that require your attention (**p. 25, Fig. 45, B**), select the **View Details** link (**C**) to access the Receipt Details page. As needed, you can add, edit, or delete receipt line items and edit vest assignments.
   Note: For more details on these processes, review Adding a Receipt Line Item, Editing a Receipt Line Item, and Adding/Editing/Deleting a Vest Assignment.
3. Review the Current Status of your agency's payment requests (**D**).
4. Select the **View Details** link (**E**) to view the receipt drawdown details for a specific payment request.
   Note: To return to the Current Status page, you must select the **Back** button on the Receipt Drawdown page. Do not use your browser's back arrow to navigate in the system.
5. In the Available Awards section, compare your agency's **Total Paid** against the **Total Requests** for each fiscal year (**F**).
6. Review the **Eligible Balance** (**G**).
7. Address any pending actions that require your attention.

Figure 46 Jurisdiction BVP Menu – Payment Section

Figure 47 Create a Payment Request

Figure 48 Select Receipt

Figure 49 Save Receipt Drawdown Amounts

Figure 50 Confirm Receipt Drawdown Amounts

Creating a Payment Request – All Jurisdiction Users ◇

The Payment Request page displays a list of payment requests that your agency has created, but not yet submitted for payment. Before submission, you are able to edit the details of the jurisdiction payment requests. You are also able to delete a payment request.

Jurisdictions with one or more associated LEAs also see the list of payment requests submitted by LEAs for approval by the Chief Executive. These jurisdictions have the ability to deny an LEA payment request. Review Denying an LEA Payment Request for more information.

When you create a payment request, you first view the maximum BVP payments for your agency's allowable receipts and select the receipts to include in the payment request. Based on whether or not you request a waiver, the system then calculates a recommended maximum drawdown amount. You are able to edit or change the maximum drawdown for each receipt, but the total cost cannot exceed the maximum drawdown amount available for the fiscal year. Once you confirm the request, you can submit it for reimbursement. See Submitting Payment Requests for information on submitting your payment requests.

HOW TO. . .
Create a Payment Request

1. Select **Payment / Payment Request** in the left menu (**p. 27, Fig. 46, A**).
2. Select the **Create** button to create a new payment request (**p. 27, Fig. 47, B**).
3. On the Select Receipt page, review the list of maximum BVP payments for your agency's allowable receipts. Then select the receipt(s) you wish to include in the payment request (**p. 27, Fig. 48, C**).
4. If needed, select the **Receipt ID** link to display the Receipts Details page in a separate tab (**D**). Be sure to close this tab when you are finished viewing the receipt details.

   Note: You are not able to edit your receipts when you are creating a payment request. To edit receipts, you must exit the Payment Request function and navigate to **Manage Receipts**.
5. If you are not requesting a waiver, select the **Continue** button (**E**). For more details on requesting a waiver, see How to Request a Waiver.

   Note: Based on whether or not you are requesting a waiver, the system calculates the correct maximum drawdown amount. If you request a waiver, the system will display 100% reimbursement. If no waiver is requested, the system will display 50% of the total cost as the maximum drawdown amount.
6. On the Receipt Drawdown page, review the **Total Cost** and **Max. Amount** for each of your allowable receipts (**p. 27, Fig. 49, F**).

   Note: You can edit the recommended maximum drawdown amount for each in-progress receipt. The total amount for the payment request cannot exceed the maximum drawdown amount available for the fiscal year (**G**).
7. Select the **Save** button (**H**).
8. Review the Receipt Drawdown Confirm page. Select the **Confirm** button (**p. 27, Fig. 50, I**).

Figure 51 Jurisdiction BVP Menu – Payment Section

3. Payment

3.1 Bank Information

3.2 Print Bank Form

3.3 Manage Receipts

3.4 Payment Request   A

3.5 Payment History

Figure 52 Create a New Payment Request

PAYMENT REQUEST

Below is a list of your agency payment request(s) organized by status.

Click the **Create** button to create a new payment request.

Click the **View** link under the Action column to view details of a payment request.

To delete payment request(s) created by your agency, click the checkboxes under the Select column for each payment request you wish to delete. When you click the **Delete** button, a confirmation page displays. To delete selected payment request(s) created by your agency, click the **Confirm** button on the confirmation page. A jurisdiction cannot delete payment requests created by a LEA.

To deny LEA payment request(s), click the checkboxes next to LEA payment request(s) you wish to deny. When you click the **Deny** button, a confirmation page displays. To deny selected payment request(s), enter the **COMMENTS** and click the **Confirm** button on the confirmation page.

To submit payment request(s) to BJA, click the checkbox next to the JUR and/or LEA payment request(s) you wish to submit. Click the **Submit** button to continue with the Payment Request submission process.

[CREATE]   B

Figure 53 Select Receipt

RECEIPT INFORMATION

	Receipt ID	Quantity	Ordered Date	Total Cost
C ☐	238127 D	2	07/07/2015	$1,600.00

The maximum BVP payments for allowable receipts are listed above. Click 'Continue' to complete the BVP payment.

If you would like to request a waiver for 10   ding, click the Waiver button.   E

[CONTINUE] [WAIVER] [CANCEL]

Figure 54 Save Waiver Drawdown Amounts

RECEIPT DRAWDOWN

Receipt ID	Quantity	Ordered Date	Total Cost F	Max Amount	2014(Max Drawdown $14.56)	2015(Max Drawdown $9,244.59)
238127	2	07/07/2015	$1,600.00	$1,600.00	14.56	1585.44

                                                                         G

H [SAVE] [RESET] [CANCEL]

Figure 55 Confirm Waiver Drawdown Amounts

RECEIPT DRAWDOWN CONFIRM

Receipt ID	Quantity	Ordered Date	Total Cost	Max Amount	2014(Max Drawdown $14.56)	2015(Max Drawdown $9,244.59)
238127	2	07/07/2015	$1,600.00	$1,600.00	14.56	1585.44

I [CONFIRM] [CANCEL]

Requesting a Waiver – All Jurisdiction Users

Your agency may request a waiver to receive 100% reimbursement funding for vest purchases. When you do this, the system calculates a maximum drawdown amount that represents 100% of your total cost. As with payment requests without a waiver, you can submit the request for reimbursement after you confirm the drawdown amounts. See Submitting Payment Requests for information on submitting the request.

HOW TO. . .
Request a Waiver

1. Select **Payment / Payment Request** in the left menu (**p. 29, Fig. 51, A**).

2. Select the **Create** button to create a new payment request (**p. 29, Fig. 52, B**).

3. On the Receipt Information page, review the list of maximum BVP payments for your agency's allowable receipts. Then select the receipt(s) you wish to include in the request (**p. 29, Fig. 53, C**).

4. If needed, select the **Receipt ID** link (**D**) to display the Receipts Details page in a separate browser tab. Be sure to close this tab when you are finished viewing the receipt details.

   Note: You are not able to edit your receipts when you are creating a payment request. To edit receipts, you must exit the Payment Request function and navigate to **Manage Receipts**.

5. If you are requesting a waiver, select the **Waiver** button (**E**).

6. On the Receipt Drawdown page, review the **Total Cost** and **Max. Amount** for the receipt(s) for which you are requesting a waiver (**p. 29, Fig. 54, F**).

   Note: Because you requested a waiver, the drawdown amount represents 100% reimbursement for vest purchases. Be aware that the total amount for the payment request cannot exceed the maximum drawdown amount available for the fiscal year (**G**).

7. Select the **Save** button (**H**).

8. Review the Receipt Drawdown Confirm page. Select the **Confirm** button (**p. 29, Fig. 55, I**).

9. See Submitting Payment Requests to continue with submitting the request.

Figure 56 Common Functions of the Payment Request Submission Process for Jurisdiction and LEA Users

Submit Payment Request with/without Waiver

→

Certify Payment/Waiver Request
- Verify Authorized Designee information
- Agree to Certification statements
- If Waiver requested, provide detailed Waiver Justification

Figure 57 Request Submission Process for Jurisdictions with One or More Associated LEAs

LEA CEO Certifies Payment/Waiver Request

→ Jurisdiction Approves Payment/Waiver Request → Jurisdiction Submits Payment/Waiver Request to BJA

→ Jurisdiction Denies Payment/Waiver Request → BVP System Returns Receipts for Editing or Deletion
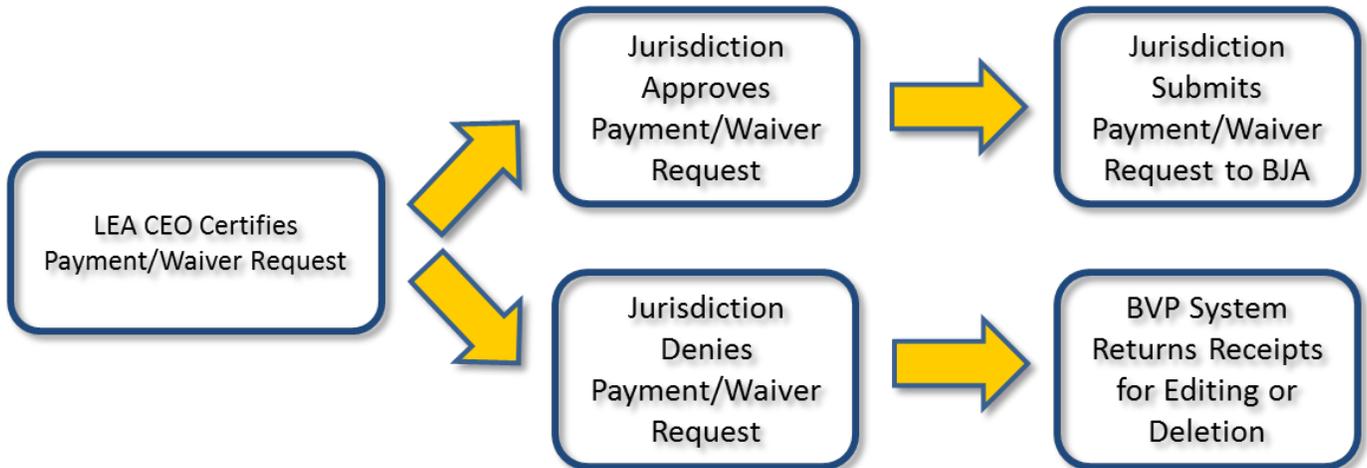
Figure 58 Request Submission Process for Jurisdictions

Submit Payment Request with/without Waiver

→

Review Banking and Contact Information

→

Certify Payment/Waiver Request
- Agree to Certification statements
- If prompted, provide Waiver Justification

Submitting Payment Requests

During the payment request submission process, LEAs and jurisdictions must certify that all information in the payment request is true and accurate (**Figure 56**).

Jurisdictions with at least one associated LEA must review each payment request certified by the LEA CEO. The jurisdiction can then either submit the payment request to BJA for reimbursement or deny the payment request and provide the LEA reasons for the denial.

If the jurisdiction certifies and submits the payment request, BJA processes the payment request and the LEA receives the reimbursement as administered through the jurisdiction. If the jurisdiction denies the payment request, the BVP system returns the receipts that comprised the payment request to the LEA for editing or deletion (**Figure 57**).

Validating Bank Information

Jurisdictions must enter all of their banking information into the BVP system. The Office of the Chief Financial Officer (OCFO) – Control Desk must then verify and approve this banking information in order for the jurisdiction to be eligible to receive reimbursements.

When submitting payment requests, the BVP system requires jurisdictions to review this banking and contact information to confirm that it is current (**Figure 58**).

If the banking information has been added or changed and not yet approved by the OCFO – Control Desk, the jurisdiction will not be able to complete the payment request submission process. For assistance with these issues, contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov. For information on editing the bank information, review the Banking Information section.

Workflows for Submitting Payment Requests

For more information about the different workflows for submitting payment requests, please refer to the following:

Figure 59 LEA BVP Menu – Payment Section

Figure 60 Select Payment Request(s) for Submission to Jurisdiction

Figure 61 Confirm Submission of Payment Request

Figure 62 Select Waiver Request(s) for Submission to Jurisdiction

Figure 63 Confirm Submission of Waiver Request

Submitting Payment Requests – LEA Users ◇

After confirming your receipt drawdown amounts, you must select and then confirm the payment requests that you want to submit to the jurisdiction for approval. You follow the same process to submit waiver requests to the jurisdiction.

HOW TO. . .
Submit a Payment Request

1. If necessary, select **Payment / Payment Request** in the left menu (**p. 29, Fig. 59, A**).
2. Select the appropriate checkbox to select the payment request you wish to submit to the jurisdiction (**p. 33, Fig. 60, B**).
3. Select the **Submit** button (**C**).

   Note: The system checks the database for the existence of an uploaded mandatory wear policy. If no current mandatory wear policy exists, BVP will direct you to the Mandatory Wear Policy page. You must upload a mandatory wear policy document before you can submit your payment request.
4. Select the **Confirm** button (**p. 33, Fig. 61, D**) and continue with certifying the payment request.

HOW TO. . .
Submit a Waiver Request

1. If necessary, select **Payment / Payment Request** in the left menu (**p. 29, Fig. 59, A**).
2. Select the appropriate checkbox to select the waiver request you wish to submit to the jurisdiction (**p. 33, Fig. 62, E**).
5. Select the **Submit** button (**F**).

   Note: The system checks the database for the existence of an uploaded mandatory wear policy. If no current mandatory wear policy exists, BVP will direct you to the Mandatory Wear Policy page. You must upload a mandatory wear policy document before you can submit your request.
3. Select the **Confirm** button (**p. 33, Fig. 63, G**) and continue with certifying the waiver request.

After you select **Confirm** on the Payment Requests confirmation page, the system checks to see if the payment request is for a vest total that exceeds the total officer count, or if the number of vests purchased in the last three years exceeds the limit. If either is true, the system displays an Explanation page. Type in an explanation for each applicable issue, then select **Save** to continue.

You will then be prompted to review the authorized designee information and certify the payment/waiver request. See Certifying Payment Requests or Certifying Waiver Requests to continue.

Figure 64 Authorized Designee

AUTHORIZED DESIGNEE

Title:	Mr.
First Name:	Test
Middle Initial:	
Last Name:	Tester
Phone:	(650) 555-1212
Fax:	
Email:	testSigonaWC1@test.com

A

* My authorized designee information is correct: B ○ Yes ○ No

C
SAVE   CANCEL

Figure 65 Payment Request Certification

CERTIFICATION

CHIEF EXECUTIVE CERTIFICATION

Your submission of this Request for Payment as Chief Executive of your Law Enforcement Agency for reimbursement under the Bulletproof Vest Partnership Grant Act represents your legal binding acceptance of the terms set forth on this form and your statement of the truthfulness and accuracy of representations made in this form.

☐ CHIEF EXECUTIVE CERTIFICATION D

CERTIFICATION SIGNATURE

Are you the chief executive officer: E ○ Yes ○ No

As the Chief Executive or Authorized Designee requesting payment to this Law Enforcement Agency for vests received, please enter your name in the space provided:

Signature: [   ] F

CANCEL   SAVE G

35

Certifying Payment Requests – LEA Users ◇

Your CEO or authorized designee must certify that all the information submitted as part of the payment request is true and accurate. The first step involves checking the authorized designee information to ensure that it is correct.

To certify the payment request, the CEO or authorized designee must confirm that the submission of the payment request for "reimbursement under the Bulletproof Vest Partnership Grant Act represents your legal binding acceptance of the terms set forth on this form and your statement of the truthfulness and accuracy of the representations made in this form."

The jurisdiction is then responsible for reviewing your payment request and either submitting it to BJA for reimbursement or denying it. If the jurisdiction submits the payment request, BJA will process the request and, if the request is approved, you will receive reimbursement as administered through the jurisdiction. See Viewing Payment History for information about tracking the status of your payment requests.

If the jurisdiction denies your payment request, the associated receipts are returned to you for editing or deletion. The status of the denied payment request is updated as "Not Approved by Chief Executive" on your Status page. Your Payment History also displays the "Not Approved" status for the payment request.

HOW TO. . .
Certify Payment Requests

1. Review the authorized designee information for accuracy (**p. 35, Fig. 64, A**).

   Note: The data fields for the authorized designee are prepopulated with information for the person who logged into the system.

2. Select the **Yes** radio button (**B**) to confirm that the authorized designee information is correct.

   Note: If the information is not correct, select **Personal Information / User Profile** in the left menu and make the necessary updates. You will then need to re-initiate the payment request submission process to return to the Authorized Designee page to certify that the information is correct. See How to Submit a Payment Request.

3. Select the **Save** button (**C**).

4. Review the Chief Executive Certification and select the associated checkbox to accept the statement (**p. 35, Fig. 65, D**).

5. Select the **Yes** or **No** radio button (**E**) to indicate whether you are the Chief Executive Officer (CEO) of your agency.

6. Enter your full name into the **Signature** field (**F**).

7. Select the **Save** button (**G**). The payment request is sent to the jurisdiction. You have completed the payment request submission process.

Figure 66 Waiver Request Certification

Certifying Waiver Requests – LEA Users ◇

Your CEO or authorized designee must certify that all the information submitted as part of the waiver request is true and correct. The first step involves checking the authorized designee information to ensure that it is accurate.

The CEO or authorized designee must also confirm that the submission of the "Matching Funds Waiver Request under the Bulletproof Vest Partnership Act" represents acceptance of the program's statutory and programmatic requirements, restrictions, and conditions, including the following:

- The Bureau of Justice Assistance and the Office of the Inspector General reserve the right to take appropriate administrative action to resolve data discrepancies, errors, or audit findings related to any information reported in the waiver request.

- Documentation substantiating the financial hardship listed in the waiver request must be kept for a period of four years. The source cited for the financial hardship must be accurately listed in the BVP Waiver Justification section of the waiver request.

- The BJA director may deny the request if it does not cite the source of the financial hardship in the Waiver Justification section, if the request does not adequately substantiate the need for the matching funds waiver, or if the signature on the request does not list the CEO of the law enforcement agency.

Once you have certified the request, you will be prompted to provide a waiver justification. See Justifying Waiver Requests for information about how to justify your waiver request.

🖱 HOW TO. . .
Certify Waiver Requests

1. Review the authorized designee information for accuracy (**p. 35, Fig. 64, A**).

   Note: The data fields for the authorized designee are prepopulated with information for the person who logged into the system.

2. Select the **Yes** radio button (**B**) to confirm that the authorized designee information is correct.

   Note: If the information is not correct, select **User Profile** in the left navigation menu and make the necessary updates. You will then need to re-initiate the request submission process to return to the Authorized Designee page to certify that the information is correct. See How to Submit a Waiver Request.

3. Select the **Save** button (**C**).

4. Review the Chief Executive Certification and select the associated checkbox to accept the statement (**p. 37, Fig. 66, D**).

5. Review the BVP Waiver Certification and select the associated checkbox to accept the statement (**E**).

6. Select the **Yes** or **No** radio button to indicate whether you are the Chief Executive Officer (CEO) of your agency (**F**).

7. Enter your full name into the **Signature** field (**G**).

8. Select the **Save** button (**H**) and continue with justifying the waiver request (see p. 40).

Figure 67 BVP Waiver Justification page

Requesting 100% payment for vest purchases requires completion of the following section:

BVP WAIVER JUSTIFICATION:

A

REASON FOR WAIVER:

Select one or more reasons from the options below to continue. At a minimum, one option must be selected.

You are required to cite the support of your selected reasons in the BVP Waiver Justification above.

☐ My jurisdiction has been declared bankrupt by a court of law or placed in receivership by the state or Federal government.

You must cite the source of bankruptcy or receivership declaration.

☐ Budgetary imbalance or expenditure cutbacks have resulted in significant reductions in the law enforcement services provided by my jurisdiction.

You must cite your jurisdiction's prior and current year budgets which demonstrate expenditure cutbacks and reduction in services.

☐ Fiscal distress has caused a significant downgrading of the bond rating for my jurisdiction.

You must cite the source which shows downgrade of your jurisdiction's bond rating.

☐ The location of my jurisdiction resides in an area in which a declaration of major disaster has been made pursuant to the Disaster Relief and Emergency Assistance Act.

You must cite the source which shows the declaration of the disaster area.

☐ My jurisdiction has fallen under circumstances not listed above that demonstrate severe fiscal distress.

You must cite any sources which show the other exigent circumstances causing fiscal distress.

B

CHIEF EXECUTIVE OFFICER DEFINITION:

The chief executive officer is the highest appointed official of the law enforcement agency (Sheriff, Chief of Police, etc.). Waiver requests that do not list the chief executive officer for the law enforcement agency will be denied.

C

Are you the CEO?

Yes ○ No ○

CEO SIGNATURE

As the law enforcement agency's chief executive officer, I hereby enter my title and full name in the space provided below.

If you are the authorized designee you must complete the signature information below on behalf of the CEO.

Your Title: | Title   ▾ | D

Your Title (Other): | _____ |

Your Signature: | _____ |

CEO Signature: | _____ |

E   SAVE   CANCEL

Justifying Waiver Requests – LEA Users ◇

Your CEO or authorized designee must provide a comprehensive justification for requesting 100% reimbursement funding for your vest purchases. Justifying the request for a waiver involves the following:

- BVP Waiver Justification – the thorough explanation of the reasons for requesting the waiver and the citation of the specific sources that support these reasons

- Reason for Waiver – the selection of one or more reasons for the waiver. The list of reasons ranges from being declared bankrupt or part of a major disaster area to experiencing significant reduction in law enforcement services or other circumstances that demonstrate severe fiscal distress.

- CEO Signature – the requirement that the waiver request list the title and full name of the chief executive officer

The jurisdiction is responsible for reviewing your waiver request and either submitting it to BJA for reimbursement or denying it. See Viewing Payment History for more information about tracking the status of your waiver requests.

> ### HOW TO. . .
> ### Justify Waiver Requests
>
> 1. Enter the explanation for requesting the waiver into the **BVP Waiver Justification** text box (**p. 39, Fig. 67, A**).
> 2. In the **Reason for Waiver** section, select one or more reasons from the options listed to justify the request for a waiver (**B**).
> 3. Select **Yes** or **No** to indicate whether you are the CEO (**C**).
> 4. Select your title from the **Title** drop-down list or type it into the **Title (Other)** field (**D**). Then, complete the appropriate signature field(s):
>   a. If you are the CEO, type your name into the **Your Signature** field.
>   b. If you are not the CEO, type your name into the **Your Signature** field. Type the CEO's name into the **CEO Signature** field.
> 5. Select the **Save** button (**E**). The request is sent to the jurisdiction .You have completed the request submission process.

Figure 68 LEA BVP Menu – Payment Section

A
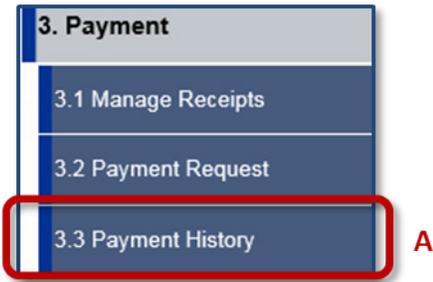
Figure 69 View Payment History

Viewing Payment History – LEA Users ◇

Your agency's payment requests, organized by status, are listed on the Payment History page. On this page, you are able to track which payment requests are still awaiting approval by the jurisdiction, which have been submitted to BJA for reimbursement, and when reimbursement for vest purchases is pending. If a payment request has been denied, you can view comments made by either the jurisdiction or BJA that explain the reasons for the denial.

> **HOW TO. . .**
> **View Payment History**
>
> 1. Select **Payment / Payment History** in the left menu (**p. 41, Fig. 68, A**).
> 2. Select the **View** link (**p. 41, Fig. 69, B**) to review detailed information for the payment request your agency has submitted for approval to the jurisdiction.
> 3. Track the status of payment requests that have been sent to BJA for reimbursement (**C**).
> 4. If the jurisdiction has denied your payment request, review the Denial Comments (**D**).
> 5. If BJA has denied a waiver request, review the Denial Comments (**E**).
> 6. Select the **Details** link to review the details about the denied waiver request (**F**).

Figure 70 Jurisdiction BVP Menu – Payment Section

3. Payment
3.1 Bank Information
3.2 Print Bank Form
3.3 Manage Receipts
3.4 Payment Request   **A**
3.5 Payment History

Figure 71 Select Payment Request(s) for Submission to BJA

PAYMENT REQUESTS

Created

Select	Total Reported ⬍	Total Requested	Requested Date	Payment Date	Waivers	Action
☐ **B**	$1,590.00	$795.00				View

DELETE   DENY   **SUBMIT**   **C**

Figure 72 Confirm Submission of Payment Request

PAYMENT REQUESTS

Created

Payment Request ID	Total Reported	Total Requested	Requested Date	Payment Date	Waivers	Action
120756	$1,590.00	$795.00				View

CANCEL   **CONFIRM**   **D**

Figure 73 Select Waiver Request(s) for Submission

PAYMENT REQUESTS

Created

Select	Total Reported ⬍	Total Requested	Requested Date	Payment Date	Waivers	Action
☐ **E**	$1,590.00	$795.00				View

DELETE   DENY   **SUBMIT**   **F**

Figure 74 Confirm Submission of Waiver Request

PAYMENT REQUESTS

Created

Payment Request ID	Total Reported	Total Requested	Requested Date	Payment Date	Waivers	Action
120783	$1,600.00	$1,600.00				View

CANCEL   **CONFIRM**   **G**

Submitting Payment Requests – All Jurisdiction Users ◇

After confirming your receipt drawdown amounts, you must select and then confirm the payment requests that you want to submit to BJA for approval. You'll follow the same process to submit your waiver requests to BJA.

Jurisdictions with one or more associated LEAs may approve and submit the LEA payment requests which have been sent to the CEO for approval. LEA payment requests are listed at the bottom of the table on the Payment Request page, under a blue heading with the LEA name. These jurisdictions are also able to deny an LEA payment request. Review Denying an LEA Payment Request for more information.

HOW TO. . .
Submit a Payment Request

1. If needed, select **Payment / Payment Request** in the left menu (**p. 43, Fig. 70, A**).
2. Select the appropriate checkbox to select a payment request for submission (**p. 43, Fig. 71, B**).
3. Select the **Submit** button (**C**).

   Note: If your jurisdiction has its own funds, the BVP system will check the database for the existence of an uploaded mandatory wear policy. If no current mandatory wear policy exists, BVP will direct you to the Mandatory Wear Policy page. You must upload a mandatory wear policy document before you can submit your request.
4. Select the **Confirm** button (**p. 43, Fig. 72, D**) and continue with reviewing banking information.

HOW TO. . .
Submit a Waiver Request

1. If needed, select **Payment / Payment Request** in the left menu (**p. 43, Fig. 70, A**).
2. Select the appropriate checkbox to select a request for submission (**p. 43, Fig. 73, E**).
3. Select the **Submit** button (**F**).

   Note: If your jurisdiction has its own funds, the BVP system will check the database for the existence of an uploaded mandatory wear policy. If no current mandatory wear policy exists, BVP will direct you to the Mandatory Wear Policy page. You must upload a mandatory wear policy document before you can submit your request.
4. Select the **Confirm** button (**p. 43, Fig. 74, G**) and continue with reviewing banking information.

Figure 75 Jurisdiction BVP Menu – Payment Section

3. Payment
3.1 Bank Information
3.2 Print Bank Form
3.3 Manage Receipts
3.4 Payment Request **A**
3.5 Payment History

Figure 76 Deny LEA Payment Request

PAYMENT REQUESTS

Sent for Chief Executive Approval

Select	Total Reported	Total Requested	Requested Date	Payment Date	Waivers	Action
Test County Sheriff's Dept			**B**			
☐ **D**	$1,600.00	$800.00				View **C**

DELETE | **E** DENY | SUBMIT

Figure 77 Enter Reasons for Denial

PAYMENT REQUEST DENY

Sent for Chief Executive Approval

Payment Request ID	Total Reported	Total Requested	Requested Date	Payment Date	Waivers	Action
Test County Sheriff's Dept						
120744	$1,600.00	$800.00				View

Denial Comments*: [   ] **F**

CANCEL | CONFIRM **G**

Figure 78 View Payment History

PAYMENT REQUESTS

Not Approved by Chief Executive

Total Reported	Total Requested	Requested Date	Payment Date	Waivers	Action
Test County Sheriff's Dept		**H**			
$1,600.00	$800.00				View

Denial Comments:
This is the reason for the denied payment request... **I**

Denying an LEA Payment Request – Jurisdictions with One or More Associated LEAs

Jurisdictions with at least one associated LEA are able to deny payment requests and provide the LEA the reasons for the denial. The denied payment request is removed from the jurisdiction's active payment request page.

LEA payment requests that the jurisdiction has denied are listed on the Payment History page under the category "Not Approved by the Chief Executive." Review Viewing Payment History for more information.

HOW TO. . .
Deny an LEA Payment Request

1. Select **Payment / Payment Request** (**p. 45, Fig. 75, A**).
2. View the LEA payment requests listed under the heading "Sent for Chief Executive Approval" (**p. 45, Fig. 76, B**).
3. Select the **View** link (**C**) to review detailed information about a specific payment request.
4. Select the appropriate checkbox to select a payment request (**D**).
5. Select the **Deny** button (**E**).
6. In the Denial Comments field provided on the Payment Request Deny page, enter the reasons for denying the payment request (**p. 45, Fig. 77, F**).
7. Select the **Confirm** button (**G**).
8. To view a denied request, select **Payment / Payment History** in the left menu.
9. Review the information for the denied payment request (**p. 45, Fig. 78, H**).
10. Review the Denial Comments (**I**).

Figure 79 Review Banking and Contact Information

Reviewing Banking and Contact Information – All Jurisdictions Users ◇

In order to receive reimbursements from BJA, jurisdictions must keep their bank information up to date. The Office of the Chief Financial Officer (OCFO) – Control Desk must then verify and approve the banking information before the jurisdiction will be eligible to receive any reimbursements.

To ensure that your banking information is correct, the BVP system will prompt you to review your jurisdiction's bank information after you confirm the payment request submission. You must certify that the information is correct. If the information is not correct, you must make the corrections before you can proceed with the payment request submission. You will then be directed to send a signed Bank Form to BJA for re-validation.

For information on editing your bank information, see the Banking Information section.

In addition, if your bank information has been recently added or changed and not yet approved by the OCFO – Control Desk, you will not be able to complete the payment request submission process. In this case also, you will be directed to send a signed Bank Form to BJA for re-validation.

For assistance with these issues, contact the BVP Helpdesk at (877) 758-3779 or send an email to vests@usdoj.gov.

HOW TO. . .
Review Banking and Contact Information

1. Confirm that the jurisdiction's banking and contact information is accurate and up to date.

2. Select the **Yes** radio button if banking and contact information is correct (**p. 47, Fig. 79, A**).

   Note: If you select the **No** radio button to indicate that the banking and contact information is incorrect and needs to be updated, you will be prompted to edit the banking information. You will also be directed to send a revised bank form signed by your bank official to the OCFO – Control Desk.

3. Select the **Save and Continue** button (**B**).

   Note: If you certified that the banking information is correct, you will be directed to certify the request. See Certifying Payment Requests or Certifying Waiver Requests to continue.

Figure 80: Jurisdiction BVP Menu – Payment Section

3. Payment

3.1 Bank Information   **A**

3.2 Print Bank Form

3.3 Manage Receipts

3.4 Payment Request

3.5 Payment History

Figure 81 Bank Information

BANK INFORMATION

* Tax Payer ID Number ⓘ	046001073
* Bank Name	Our Bank
* Bank Address Line 1	29 State Streetz
Bank Address Line 2	
* Bank City	Springfield
* Bank State	Massachusetts
* Bank Zip Code	01101 - 2003 Need Help with Zip+4?
* Bank Phone Number	(800) 331-5003
* AHC Routing Transit Number ⓘ	000000000
* Depositor Account Number ⓘ	0000000000
* Depositor Account Title	Our Money
* Account Type	Checking
AHC Coordinator Name ⓘ	Tommy Liu
ACH Coordinator Phone	(444) 555-7666

SAVE AND CONTINUE   **B**

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Banking Information – All Jurisdictions Users ◇

In order to receive reimbursements from BJA, jurisdictions must keep their bank information up to date. The Office of the Chief Financial Officer (OCFO) – Control Desk must then verify and approve your banking information before the jurisdiction will be eligible to receive any reimbursements.

🖱 HOW TO. . .
Update Bank Information

1. Select **Payment / Bank Information** in the left menu (**p. 49, Fig. 80, A**).

    Note: You cannot update your banking information through the BVP system unless your jurisdiction has available funds. You must contact the BVP Helpdesk in order to update your banking information when you do not have available funds to draw down. For assistance with this, contact the BVP Helpdesk at (877) 758-3787 or send an email to vests@usdoj.gov.

2. Review all the fields on the Bank Information form to ensure they are correct (**p. 49, Fig. 81**).

3. If a field is not correct or up to date, enter the correct information in the field.

4. Select the **Save and Continue** button (**B**).

    Note: The BVP system will prompt you to print and send in a signed Bank Form.

🖱 HOW TO. . .
Print a Bank Form

1. Select the **Print Bank Form** link.
2. Select the correct printer for your computer network on the Print dialog box.
3. Select the **Print** button.

Figure 82 Authorized Designee

Figure 83 Payment Request Certification

Certifying Payment Requests – All Jurisdictions Users ◇

After certifying the jurisdiction's banking information, your CEO or authorized designee must certify that all the information submitted as part of the payment request is true and accurate. The first step involves checking the authorized designee information to ensure that it is correct.

The CEO or authorized designee must also confirm that the submission of the payment request for "reimbursement under the Bulletproof Vest Partnership Grant Act represents your legal binding acceptance of the terms set forth on this form and your statement of the truthfulness and accuracy of the representations made in this form."

Review Viewing Payment History for information about tracking the status of your payment requests.

HOW TO. . .
Certify Payment Requests

1. Review the authorized designee information for accuracy (**p. 51, Fig. 82, A**).

    Note: The data fields for the authorized designee are pre-populated with information for the person who logged into the system.

2. Select the **Yes** radio button (**B**) to confirm that the authorized designee information is correct.

    Note: If the information is not correct, select **Personal Information / User Profile** in the left navigation menu and make the necessary updates. You will then need to re-initiate the payment request submission process to return to the Authorized Designee page to certify that the information is correct. See How to Submit a Payment Request.

3. Select the **Save** button (**C**).

4. Review the Chief Executive Certification and select the associated checkbox to accept the statement (**p. 51, Fig. 83, D**).

5. Select the **Yes** or **No** radio button (**E**) to indicate whether you are the Chief Executive Officer (CEO) of your jurisdiction.

6. Enter your full name into the **Signature** field (**F**).

7. Select the **Save** button (**G**).

Figure 84 Waiver Request Certification

Certifying Waiver Requests – All Jurisdictions Users ◇

After certifying the jurisdiction's banking information, your CEO or authorized designee must certify that all the information submitted as part of the payment request is true and correct. The first step involves checking the authorized designee information to ensure that it is accurate.

The CEO or authorized designee must also confirm that the submission of the "Matching Funds Waiver Request under the Bulletproof Vest Partnership Act" represents acceptance of the program's statutory and programmatic requirements, restrictions, and conditions, including the following:

- The Bureau of Justice Assistance and the Office of the Inspector General reserve the right to take appropriate administrative action to resolve data discrepancies, errors, or audit findings related to any information reported in the waiver request.

- Documentation substantiating the financial hardship listed in the waiver request must be kept for a period of four years. The source cited for the financial hardship must be accurately listed in the BVP Waiver Justification section of the waiver request.

- The director of the Bureau of Justice Assistance may deny the request if it does not cite the source of the financial hardship in the Waiver Justification section, if the request does not adequately substantiate the need for the matching funds waiver, or if the signature on the request does not list the chief executive officer of the jurisdiction.

Review <u>Justifying Waiver Requests</u> for information about how to justify your waiver request.

🖱 HOW TO. . .
Certify Waiver Requests

1. Review the authorized designee information for accuracy (**p. 51, Fig. 82, A**).

   Note: The data fields for the authorized designee are prepopulated with information for the person who logged into the system.

2. Select the **Yes** radio button (**B**) to confirm that the authorized designee information is correct.

   Note: If the information is not correct, select **User Profile** in the left navigation menu and make the necessary updates. You will then need to re-initiate the payment request submission process to return to the Authorized Designee page to certify that the information is correct. See <u>How to Submit a Waiver Request</u>.

3. Select the **Save** button (**C**).

4. Review the Chief Executive Certification and select the associated checkbox to accept the statement (**p. 53, Fig. 84, D**).

5. Review the BVP Waiver Certification and select the associated checkbox to accept the statement (**E**).

6. Select the **Yes** or **No** radio button (**F**) to indicate whether you are the Chief Executive Officer (CEO) of your jurisdiction.

7. Enter your full name into the **Signature** field (**G**).

8. Select the **Save** button (**H**). You will be prompted to <u>justify the waiver request</u> (see p. 56).

Figure 85 Waiver Request Justification

Justifying Waiver Requests – All Jurisdictions Users ◇

Your CEO or authorized designee must provide a comprehensive justification for requesting 100% reimbursement funding for your vest purchases. Justifying the request for a waiver involves the following:

- BVP Waiver Justification – the thorough explanation of the reasons for requesting the waiver and the citation of the specific sources that support these reasons

- Reason for Waiver – the selection of one or more reasons for the waiver. The list of reasons ranges from being declared bankrupt or part of a major disaster area to experiencing significant reduction in law enforcement services or other circumstances that demonstrate severe fiscal distress.

- CEO Signature – the requirement that the waiver request list the title and full name of the chief executive officer

Review Viewing Payment History for information about tracking the status of your waiver requests.

HOW TO. . .
Justify Waiver Requests

1. Enter a thorough explanation for requesting the waiver into the **BVP Waiver Justification** text box (**p. 55, Fig. 85, A**).
2. In the **Reason for Waiver** section, select one or more reasons from the options listed to justify the request for a waiver (**B**).
3. Select whether you are the CEO (**C**).
4. Select your title from the **Title** drop-down list or type it into the **Title (Other)** field (**D**). Then, type your name into the appropriate signature field:
   a. If you are the CEO, type your name into the **CEO Signature** field.
   b. If you are not the CEO, type your name into the **Your Signature** field. Type the CEO's name into the **CEO Signature** field.
5. Select the **Save** button (**E**). The request is sent to BJA .You have completed the request submission process.

**Figure 86 Jurisdiction BVP Menu –
Payment History**

Figure 87 Jurisdiction Payment History

Figure 88 Jurisdiction's LEA Payment History

Viewing Payment History – All Jurisdictions Users ◇

Your agency's payment requests, organized by status, are listed on the Payment History page. The statuses for your payment requests include the following:

- Created – the payment request has been created, but no action has been taken on it.
- Sent for BVP Approval – the payment request has been certified by the CEO and submitted for BJA approval.
- Approved by BVP – the payment request has been approved by BJA.
- Rejected by BVP – the payment request has been denied by BJA.
- Processing Payment – reimbursement for your vest purchases is in process.

Jurisdictions with one or more associated LEAs are also able to view the status of LEA payment requests.

HOW TO. . .
View Payment History

1. Select **Payment / Payment History** (**p. 57, Fig. 86, A**).
2. Review the list of payment requests where reimbursement for your vest purchases is in process (**p. 57, Fig. 87, B**).
3. Track the payment date (**C**).
4. For payment requests approved by BVP, select the **View** link to review the payment request details (**D**).
5. Select the **Details** link to view detailed information for an approved waiver request (**E**).

HOW TO. . .
View LEA Payment History

1. Select the **Payment / Payment History** (**p. 57, Fig. 86, A**). LEA requests are listed on the Payment History page under the LEA name in the appropriate status.
2. Select the **View** link to review detailed information for payment requests submitted for Chief Executive approval (**p. 57, Fig. 88, F**).
3. Review the Denial Comments for a denied LEA payment request (**G**).
4. Track the status of payment requests that have been sent to BJA for approval (**H**).
5. Select the **Details** link to review waiver request details (**I**).